

Proper Submission of Receiving Reports to Defense Finance and Accounting Service – Europe (DFAS-E)

The USAREUR leadership has taken a very close look at the precious dollars USAREUR is paying in interest penalties. The increase in prompt payment interest over the past two to three years has skyrocketed and the Deputy Commanding General, USAREUR, has focused on efforts to reduce this outlay.

A large number of interest payments are caused by late or non-existent receiving reports. The customers, you, are primarily responsible for ensuring that timely and accurately completed receiving documents are received by DFAS. DFAS wishes to pay vendors promptly, contracting wishes to close out its files and Resource Management personnel want to clear their books timely and avoid interest penalties.

Attached is guidance on successfully completing receiving reports for submission to DFAS Europe. These minimum requirements were jointly agreed to between key USAREUR staff and DFAS on 1 May 2002.

Recommend that customers identify primary and alternate personnel within their organizations who will be responsible for ensuring that receiving documents are completed timely and accurately. It is also smart to suspense ordered supplies and services. This should help trigger you to contact your local Regional Contracting Office (RCO) in cases of untimely delivery and/or nonconformance with contract terms and conditions. It will also help focus your attention on the documents that you MUST complete after receipt of goods or services.

There are knowledgeable people you can turn to for assistance such as personnel in your servicing RCO. In most Area Support Groups (ASGs), there also are valuable assets known as Acquisition Management Staff Officers (AMSOs), whose duties include assisting all units in the ASG footprint with acquisition related issues, training, and interfacing with the local contracting office on your behalf.

PARC POC is Policy Division, DSN: 375-5185

**SUBMITTING RECEIVING REPORTS FOR PAYMENT
JOINTLY (USACCE & DFAS) AGREED – 1 MAY 02**

RECEIVING REPORTS FOR SERVICES:

Payments to vendors CANNOT be made until the requestor certifies (signs) “partial or final receipt of services was rendered (provided) IAW contract specifications.” **The responsibility for correct preparation and timely submission of receiving documents to DFAS rest with the requestor of the services** and only valid receiving reports will be accepted by DFAS (Finance). The receiving report MUST contain at a minimum: the contract number, a description of services, dates services were performed, date of acceptance, proper signatures from the contracting officer and/or Government representative receiving and/or accepting the services and along with their printed name, address, and phone number as discussed in FAR 32.905(f).

INVOICES: If using an invoice as a receiving report, you MUST type on the invoice: “Services have been received and accepted in accordance with the contract terms and conditions”. Include all the above elements. Sign, date, and then send the original to DFAS with copy to DRM within **5 calendar days**.

SF Form 1449, dtd 10-95: If using a SF 1449 as a receiving report, you must fill blocks 32a, 32b, 32c, 33, 36, 42a, 42b, and 42c. Send original copy to DFAS address on block 18a and a copy to your RCO & DRM. The copy submitted must have the contracting officer signature in block 31a.

DD Form 1155, dtd JAN 1998: If using a SF 1155 as a receiving report, you must fill blocks 26, 27 and 31. If applicable, annotate partial shipments in block 27. Send the original to the address on block 15 and a copy to your RCO and DRM. The copy submitted must have the contracting officer signature in block 24.

SUPPLIES:

Payment to vendors CANNOT be made until the requestor certifies, “partial or final receipt of the supplies provided IAW contract specifications.” **The responsibility for correct preparation and timely submission of receiving documents to DFAS rest with the requestor of the supplies** and only valid receiving reports will be accepted by DFAS (Finance). The receiving report MUST contain at a minimum: the contract number, a description of services, dates services were performed, date of acceptance, proper signatures from the contracting officer and/or Government representative receiving and/or accepting the services and along with their printed name, address, and phone number as discussed in FAR 32.905(f).

INVOICES: For supply items make sure the invoice is date stamped with the date received in the designated billing office (DBO) and that the line items match the requirements for supplies by line item on the contract. Send the original to DFAS with copy to DRM within **5 calendar days**.

SF Form 1449, dtd 10-95: If using a SF 1449 as a receiving report, you must fill blocks 32a, 32b, 32c, 33, 36, 42a, 42b, and 42c. Send original copy to DFAS address on block 18a and a copy to your RCO & DRM. The copy submitted must have the contracting officer signature in block 31a.

DD Form 1155, dtd JAN 1998: If using a SF 1155 as a receiving report, you must fill blocks 26, 27 and 31. If applicable, annotate partial shipments in block 27. Send the original to the address on block 15 and a copy to your RCO & DRM. The copy submitted must have the contracting officer signature in block 24.

DD Form 250: For proper instruction on using the DD Form 250 as the receiving report, please see the below listed website for the minimum required information. Website:
<http://www.safaq.hq.af.mil/contracting/toolkit/rcvreports/rcvforms.html>