

# Standing Operating Procedure Receiving Reports

(Revised and updated May, 2003)

## **PURPOSE:**

To provide proper procedures on filling out receiving reports.

## **SCOPE:**

These procedures apply to Vendor Pay personnel assigned to the Defense Finance and Accounting Service - Lawton site. The procedures outlined herein are for DFAS-Lawton Personnel and may vary from other DFAS site SOP's depending on site personnel assigned for these duties.

Three standard valid receiving report documents are used.

- DD Form 250 [Figure 1a]
- DD Form 1155 [Figure 1b]
- SF Form 1449 [Figure 1c]

## **Receiving/Acceptance of Supplies and/or services:**

After the supplies are delivered or the non-personal services are performed IAW the procurement document, the authorized Government representative must prepare a receiving report or a certification of performance within five days and mail or fax to the following address:

**Defense Finance & Accounting Service  
DFAS-LW/FPV  
4700 MOW WAY ROAD  
DEPT 1791  
Ft. Sill, OK 73505**

The following installations that we provide services have their individual fax numbers:

Fort Sill	580-442-0228
Fort Riley	580-442-0185
Fort Hood	580-442-0113

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Fort Irwin	580-442-0139
Fort Lee	580-442-0236
Fort Leonardwood	580-442-6960
Fort Carson	580-442-7385
Fort Bliss	580-442-7668

Discrepancies in the goods or the services performed must be annotated on receiving reports.

**ALL** receiving reports and certificates must have **TWO DATES**:

1. The date the goods were delivered or the services were completed.
2. The date the goods or services were accepted as conforming to procurement document specifications.

Receipt and acceptance of services are usually evidenced by a signed "**received and accepted**" statement on an invoice, a receiving report form, and a separate sheet of paper, a delivery ticket or on a payment voucher.

A certificate of receipt or acceptance can be used for goods as well as for services. When a certificate for receipt and acceptance is used either for services or for merchandise, the **responsible official** certifies to the following statement:

**"I certify that the (services or goods) were received on (day, month, year) and accepted on (day, month, year) as conforming to specifications on contract/purchase order.  
Printed name, title, mailing address and telephone number"  
(...signature...)  
(..date...)**

Payment cannot be made until the Government representative has actually certified the acceptance of the goods or services. Supply regulations dictate that receiving reports or certificates of receipt and acceptance must reach the paying office (**DFAS-LAWTON SITE**) by **COB on the fifth day after delivery**. For charge back purposed on interest payments, a receiving is considered **LATE** if it does not reach DFAS-LAWTON by COB on the day that is one-half of the payment period-i.e., received by the 15<sup>th</sup> calendar day on a 30 day timeframe for payment, five or more days on a 10-day payment, etc.

If interest occurs because of late documentation submission (receiving reports) to the DFAS-Lawton Site, **then the interest is charged against the mission funds of the activity at fault.**

Receiving reports must contain the following when certifying receipts and acceptance of goods or services:

- a. Contract number/purchase order number
- b. Adequate description of supplies delivered or services performed to include the contract/purchase order CLIN number applicable.
- c. Specify quantities of supplies or services performed.
- d. Date supplies were delivered or services performed, receipt date.
- e. Date supplies or services were accepted by the designated government official, acceptance date. Receipt and acceptance dates are **separate** events, but may be accomplished on the same date; however, **both blocks** need dates annotated.
- f. Signature of government official authorized to accept supplies or services.
- g. Printed name, telephone number, title and mailing (or electronic) address.

When using the \*DDForm 250, Aug. 2000, DDForm 1155, SF 1449 or similar forms as the receiving report, ensure that:

**Form DD1155:**

- Block 1 (contract/purchase order number)
- Block 18 (line item taken from contract order/purchase order)
- Block 19 (item description)
- Block 20 (quantity received)
- Block 23 (\$ amount received)
- Block 26 (date goods or services were accepted, printed name, telephone number, title, mailing address, (Note: if mailing address is same as ship to address in block 14, no need to include in block 26) and signature of authorized government official and check received and acceptance blocks.
- Block 27 (check partial/final)

- Block 38 (printed name of individual receiving goods or services)
- Block 39 (date goods or services were received).

**Reminder: DD250 issued prior to Aug. 2000 are obsolete and will not be accepted. Receiving Reports will be returned and will have to be resubmitted using the correct form. DDForm 250C, Nov. 92 have not been updated, therefore you can keep using the old continuation sheet.**

**SF1449 :**

- Block 2 (contract/purchase order number)
- Block 19 (line item taken from contract/purchase order)
- Block 20 (item description)
- Block 21 (quantity received)
- Block 24 (\$ amount received)
- Block 32a (check received/accepted blocks)
- Block 32b (printed name, telephone number, title, mailing address (Note: if mailing address is same as deliver to address in block 15, no need to include in block 32b) and signature of official authorized to accept supplies/services)
- Block 32c (date supplies/services accepted)
- Block 33 (check partial/final)
- Block 42a (printed name of receiver)
- Block 42c (date supplies/services received)

**Form DD250, Aug.2000 :**

- Block 1 (contract/purchase order number)
- Block 15 (line item taken from contract order/purchase order)
- Block 16 (item description)
- Block 17 (quantity received)
- Block 20 (\$ amount received)
- Block 21b (check acceptance block, date goods/services were accepted, printed name, telephone number, title, mailing address (Note: if mailing address is same as shipped to address in block 13, no need to include in block 21b) and signature of authorized government official)
- Block 22 (date goods/service received and printed name of government official authorized to receive goods/services)

- h. If the contract/purchase order provides for use of Government Certified Invoices in lieu of a separate receiving report, the following statement signed by a responsible official may be used as acceptance of goods/services instead of an official form. "I certify that the goods/services have been received and accepted on (day, month, year)." This statement may be on an invoice, delivery ticket, voucher or separate paper and must contain items a-g.
- i. When using the DD Form 250 dated Aug.00, DD Form 1155, SF Form 1449, or similar forms as the receiving report ensure that:
  - 1) **Both receipt and acceptance blocks are completed.** If the receipt block is the only one marked, signed and dated, **payment will not be made**. Acceptance must occur prior to the payment being made (other than fast pay).
  - 2) **The received and accepted blocks are all checked.** (see paragraphs above for any specifics on forms) If only one date is annotated, you must obtain the missing data (requires two dates) in order for the receiving to be acceptable for payment.
  - 3) The receiving report meets minimum FAR requirements. Those receiving reports, which **do not** meet minimum FAR requirements, will be returned and payment will not be made.
- j. Documents will be returned due to improper alterations (i.e., whiteout, taping, cutting and pasting etc.) A proper revision to a hard copy document is made by drawing one line through the incorrect information. The drawn line should not obliterate the original data. Revisions must be initialed by the individual making the change and mailed or faxed per page one.

SF1034's TOP's and any miscellaneous vouchers must meet the requirements stipulated above. There is a SOP for Paying Moving and Storage Invoices being prepared by MTMC.

