

**Summary Report for Individual Task
805A-36B-3024
Certify Commercial Vendor Services (CVS) Vouchers
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You work in a Commercial Vendor Service (CVS) section and received a contract, invoice, and receiving report and you have access to applicable regulations, local policies, systems, and forms. This task should not be trained in MOPP.

Standard: Certify Commercial Vendor Service vouchers for payment, without error, in accordance with(IAW) applicable regulations and local policy.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue:

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

Cue: After the Team Leader has verified the voucher, certify the Commercial Vendor Services voucher.

1. Receive a payment packet from a voucher examiner.

2. Audit which payments must be made first.

Note: Prioritize the payments by payment due date (PDD) or per unit standard operating procedure (SOP) and certify those payments first.

a. Make all payments that are late and requiring interest first.

b. Pay the vendors that offer discounts the government is able to take.

c. Pay the net 30 payments by due date to avoid paying interest charges.

3. Verify the payment packet is complete.

a. Ensure the purchase agreement is included. The purchase agreement will be one of the following:

(1) Solicitation, Offer and Award, SF 33 or Solicitation/Contract/Order for Commercial Items SF 1449.

(2) Order for Supplies or Services, DD Form 1155.

(3) Purchase Order-Invoice-Voucher, SF 44.

b. Ensure the receiving report is included. The receiving report will be one of the following:

(1) Copy 8 of the DD Form 1155.

(2) Material Inspection and Receiving Report, DD Form 250.

(3) SF 44.

c. Ensure the invoice is included. The invoice will be one of the following:

(1) Invoice from a vendor.

(2) SF 44.

d. Ensure the payment voucher is included. The payment voucher will be one of the following:

(1) DD Form 1155.

(2) SF 1034.

(3) (3) SF 44.

e. Ensure the contract has been Pre-validated using a printout from one of the following prior to certifying the payment:

(1) Finance Logistics (FINLOG) Online (<https://www.finlog.army.mil/>).

(2) Logistics Information Warehouse (LIW). (<https://liw.logsa.army.mil/>).

(3) Standard Finance System (STANFINS).

4. Verify the purchase agreement is valid.

- a. Ensure the contracting officer is appointed on orders.
- b. Ensure the ordering officer is appointed on orders.
- c. Ensure the articles or services purchased or to be purchased is legal based upon the type or purchase agreement.
- d. Ensure the amount of the articles or services purchased or to be purchased is legal based upon the type or purchase agreement.

5. Verify the receiving report is valid.

- a. Ensure the receiving report is date stamped indicating it was received in the Commercial Vendor Service section.
- b. Ensure the purchase agreement number on the receiving report is correct. Verify against the purchase agreement.
- c. Ensure the vendor's name and address is correct. Verify against the purchase agreement.
- d. Ensure the description of the article or service provided is correct. Verify against the purchase agreement.
- e. Ensure the unit price of the articles provided does not exceed the agreed upon amount. Verify against the purchase agreement.
- f. Ensure the quantity of the articles provided does not exceed what was agreed to. Verify against the purchase agreement.
- g. Ensure the total amount charged for each article received is computed correctly.
- h. Ensure the person who received the articles or service signed and dated the receiving report.

6. Verify the invoice is valid.

- a. Ensure the invoice is date stamped indicating it was received in the Commercial Vendor Service section.
- b. Ensure the invoice is not billing for more than what was received. Verify the invoice against the receiving report.
- c. Ensure the vendor's name and address is correct. Verify against the receiving report and purchase agreement.
- d. Ensure the invoice has an invoice date on it.
- e. Ensure the purchase agreement number on the invoice is correct. Verify against the purchase agreement.
- f. Ensure the description of the article or service provided is correct. Verify against the purchase agreement and receiving report.
- g. Ensure the unit price of the articles provided does not exceed the agreed upon amount. Verify against the purchase agreement.

- h. Ensure the quantity of the articles provided matches what was received. Verify against the receiving report.
 - i. Ensure the total amount charged for each article received is computed correctly.
 - j. Ensure the total amount billed on the invoice is computed correctly.
7. Verify the payment voucher is prepared correctly.
- a. DD Form 1155.
 - (1) Ensure the payment due date (PDD) in block 19 is computed correctly.
 - (2) Ensure the amounts in block 23 are computed correctly.
 - (3) Ensure the total in block 25 is computed correctly.
 - (4) Ensure any discount taken or interest charged annotated in block 29 is computed correctly.
 - (5) Ensure the voucher examiner initialed in block 30.
 - (6) Ensure the correct type of payment is annotated in block 31. For partial payments, ensure the payment number is annotated.
 - (7) Ensure the amount verified correct for in block 33 is computed correctly.
 - (8) Ensure the accounting classifications and the corresponding amounts in block 17 are correct.
 - (9) Ensure the signature block for the certifying officer in block 36 is correct.
 - b. SF 1034.
 - (1) Ensure the current date is in the "Date Voucher Prepared" block.
 - (2) Ensure the "Contract Number and Date" block is correct. Verify against the purchase agreement.
 - (3) Ensure the "Requisition Number and Date" block is correct. Verify against the purchase agreement.
 - (4) Ensure the "Payee's Name and Address" block is correct. Verify against the purchase agreement.
 - (5) Ensure the "Date Invoice Received" block is stamped by the billing office.
 - (6) Ensure the "Discount Terms" block indicates the correct terms offered. Verify against the purchase agreement and invoice.
 - (7) Ensure the "Number and Date of Order" block has the correct invoice number and date.
 - (8) Ensure the "Date of Delivery or Service" has the correct receiving report number and date from the BRC or earlier of the CAD or AOG..
 - (9) Ensure the "Articles or Services," "Quantity," and "Unit Price" blocks list all the articles or services billed and their respective quantity and price. Verify against the purchase agreement, receiving report, or invoice. Ensure the standard statement "per detailed bill herewith attached dated DDMMYY" (where DD is the invoice day, MM is the invoice numeric month, and YY is the last two digits of the invoice year) is annotated in the "Articles or Services" block.

(10) Ensure the PDD in the "Articles or Services" block is computed correctly.

(11) Ensure the "Amount" block is computed correctly.

(12) Ensure the amount in the "Total" block is computed correctly.

(13) Ensure any discount taken or interest charged annotated in the "Differences" block is computed correctly.

(14) Ensure the amount in the "Amount Verified Correct For" block is computed correctly.

(15) Ensure the correct type of payment is annotated in the "Payment" block. For partial payments, ensure the payment number is annotated.

(16) Ensure the voucher examiner initialed in the "Signature or Initials" block.

(17) Ensure the signature block for the certifying officer in the certifying officer block is correct.

(18) Ensure the accounting classifications and the corresponding amounts in the "Accounting Classification" block are correct. Verify the accounting classifications against the purchase agreement.

c. SF 44.

(1) Ensure the correct payment due date if meat or agricultural commodities.

(2) Ensure the correct amount is annotated in the certification block.

(3) Ensure any discount taken or interest charged is annotated in the "Differences" block is computed correctly.

(4) Ensure the amount "Amount Verified Correct For" block is computed correctly along with the voucher examiner initials.

(5) Ensure the accounting classification and the corresponding amounts in the "Accounting Classification" block are correct.

8. Verify pre-validation was done by ensuring the print out from FINLOG, STANFINS, or LIW is present. Pre-validation is done to avoid a duplicate payment and/or a Negative Un-liquidated Obligation (NULO). Total Obligation amount minus the total amount disbursed equals Un-liquidated Obligation (ULO).

9. Correct any discrepancies on the payment voucher.

a. Make pen and ink changes to the original voucher.

b. Return the payment packet to the voucher examiner for resolution.

10. Audit the voucher certifying it for payment.

a. Sign block 36 of the DD Form 1155.

b. Sign on the "Authorized Certifying Officer" line of the SF 1034.

c. Sign on the "Authorized Certifying Officer" line of the SF 44.

11. Forward the certified payment voucher to disbursing.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures were passed (P). Score the Soldier NO GO if any of the performance measures were failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received a payment packet from a voucher examiner.			
2. Determined which payments must be made first. Audited payments by priority. Prioritize the payments by payment due date (PDD) or per unit standard operating procedure (SOP) and certify those payments first.			
a. Made all payments that are late and requiring interest first			
b. Paid the vendors that offer discounts the government is able to take.			
c. Paid the net 30 payments by due date to avoid paying interest charges.			
3. Verified the payment packet was complete.			
a. Ensured the purchase agreement was included.			
b. Ensured the receiving report was included.			
c. Ensured the invoice was included.			
d. Ensured the payment voucher was included.			
e. Ensured the contract was Pre-Validated using a printout from FINLOG, LIW or STANFINS.			
4. Verified the purchase agreement was valid.			
a. Ensured the contracting officer was appointed on orders.			
b. Ensured the ordering officer was appointed on orders.			
c. Ensured the articles or services purchased or to be purchased was legal.			
d. Ensured the amount of the articles or services purchased or to be purchased was legal.			
5. Verified the receiving report was valid.			
a. Ensured the receiving report is date stamped as received in the Commercial Vendor Service section.			
b. Ensured the purchase agreement number was correct as per the purchase agreement.			
c. Ensured the vendor's name and address was correct as per the purchase agreement.			
d. Ensured the description of the article or service provided was correct as per the purchase agreement.			
e. Ensured the unit price of the articles provided did not exceed the agreed upon amount per the purchase agreement.			
f. Ensured the quantity of the articles provided does not exceed what was agreed to on the purchase agreement.			
g. Ensured the total amount charged for each article received was computed correctly.			
h. Ensured the person who received the articles or service signed and dated the receiving report.			
i. Ensured an authorized representative from the contracting office signed the receiving report.			
6. Verified the invoice was valid.			
a. Ensured the invoice was date stamped as received in the Commercial Vendor Service section.			
b. Ensured the invoice was not billing for more than what was received per the receiving report.			
c. Ensured the vendor's name and address was correct as per the receiving report and purchase agreement.			
d. Ensured the invoice had a date on it.			
e. Ensured the purchase agreement number on the invoice was correct.			
f. Ensured the description of the article or service provided was correct per the purchase agreement and receiving report.			
g. Ensured the unit price of the articles provided did not exceed the agreed upon amount on the purchase agreement.			
h. Ensured the quantity of the articles provided matches what was received per the receiving report.			
i. Ensured the total amount charged for each article received was computed correctly.			

j. Ensured the total amount billed on the invoice was computed correctly.			
7. Verified the payment voucher was prepared correctly.			
a. Verified a DD Form 1155 was prepared correctly for payment.			
(1) Ensured the payment due date (PDD) in block 19 was computed correctly.			
(2) Ensured the amounts in block 23 were computed correctly.			
(3) Ensured the total in block 25 was computed correctly.			
(4) Ensured any discount taken or interest charged annotated in block 29 was computed correctly.			
(5) Ensured the voucher examiner initialed in block 30.			
(6) Ensured the correct type of payment was annotated in block 31.			
(7) Ensured the amount verified correct for in block 33 was computed correctly.			
(8) Ensured the accounting classifications and the corresponding amounts in block 17 were correct.			
(9) Ensured the signature block for the certifying officer in block 36 was correct.			
b. Verified a SF 1034 was prepared correctly for payment.			
(1) Ensured the current date was in the "Date Voucher Prepared" block.			
(2) Ensured the "Contract Number and Date" block was correct as per the purchase agreement.			
(3) Ensured the "Requisition Number and Date" block was correct as per the purchase agreement.			
(4) Ensured the "Payee's Name and Address" block was correct as per the purchase agreement.			
(5) Ensured the "Date Invoice Received" block was stamped by the billing office.			
(6) Ensured the "Discount Terms" block indicated the correct terms offered as per the purchase agreement and invoice.			
(7) Ensured the "Number and Date of Order" block had the correct invoice number and date.			
(8) Ensured the "Date of Delivery or Service" had the correct receiving report number and date.			
(9) Ensured the "Articles or Services," "Quantity," and "Unit Price" blocks listed all the articles or services billed and their respective quantity and price as per the purchase agreement, receiving report, or invoice. If there were too many articles or ser			
(10) Ensured the PDD in the "Articles or Services" block was computed correctly.			
(11) Ensured the "Amount" block was computed correctly.			
(12) Ensured the amount in the "Total" block was computed correctly.			
(13) Ensured any discount taken or interest charged annotated in the "Differences" block was computed correctly.			
(14) Ensured the amount in the "Amount Verified Correct For" block was computed correctly.			
(15) Ensured the correct type of payment was annotated in the "Payment" block.			
(16) Ensured the voucher examiner initialed in the "Signature or Initials" block.			
(17) Ensured the signature block for the certifying officer in the certifying officer block was correct.			
(18) Ensured the accounting classifications and the corresponding amounts in the "Accounting Classification" block were correct per the purchase agreement.			
c. Verified a SF 44 was prepared correctly for payment.			
(1) Ensured the correct payment due date if meat or agricultural commodities.			
(2) Ensured the correct amount is annotated in the certification block.			
(3) Ensured any discount taken or interest charged is annotated in the "Differences" block is computed correctly.			

(4) Ensured the amount "Amount Verified Correct For" block is computed correctly along with the voucher examiner initials.			
(5) Ensured the accounting classification and the corresponding amounts in the "Accounting Classification" block are correct.			
8. Verified pre-validation was done by ensuring the print out from FINLOG, STANFINS, or LIW was present.			
9. Corrected any discrepancies on the payment voucher.			
a. Made pen and ink changes to the original voucher.			
b. Returned the payment packet to the voucher examiner.			
10. Audited the voucher certifying it for payment.			
a. Signed block 36 of the DD Form 1155.			
b. Signed on the "Authorized Certifying Officer" line of the SF 1034.			
11. Forwarded the certified payment voucher to disbursing.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
10.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
10.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
10.	FAR	Federal Acquisition Regulation	Yes	No
11.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
11.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
11.	FAR	Federal Acquisition Regulation	Yes	No
3.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
3.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
4.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
4.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
4.	FAR	Federal Acquisition Regulation	Yes	No
5.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
5.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
5.	FAR	Federal Acquisition Regulation	Yes	No
6.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
6.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
6.	FAR	Federal Acquisition Regulation	Yes	No
7.	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	Yes	No
7.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
7.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
7.	FAR	Federal Acquisition Regulation	Yes	No
9.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
9.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
9.	FAR	Federal Acquisition Regulation	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805A-APA-8203	Identify the Elements of Fiscal Code	805A - Financial Management (Individual)	Delete
805A-44C-1009	Identify the Elements of the Fiscal Code	805A - Financial Management (Individual)	Approved
805A-36B-1012	Prepare Error Correction Documents	805A - Financial Management (Individual)	Approved
805A-36B-1010	Maintain a Bills Register Card	805A - Financial Management (Individual)	Approved
805A-36B-1016	Prepare Commercial Vendor Services Vouchers for Payment	805A - Financial Management (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None