

**805A-36B-1016**  
**Prepare a Commercial Vendor Services Voucher for Payment**  
**Status: Approved**

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**Security Classification: U** - Unclassified

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Finance and Comptroller School, Ft. Jackson, 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** In an operational environment, as a pay analyst, in a finance unit , you are assigned to the Finance Support Center (FI SC), supporting Large Scale Combat Operations (LSCO), you have requirements to prepare routine Commercial Vendor Services (CVS) vouchers for payment. You have access to the Financial Management Tactical Platform (FMTP), DODFMR 7000.14-R Volume 10 (Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures), DFAS-IN Manual 37-100-FY (The Army Management Structure), DD Form 1155 ( Order for Supplies or Services), SF 33 (Solicitation, Offer, and Award), SF 44 (U.S. Government Purchase Order Invoice Voucher), SF 1034 (Public Voucher for Purchases and Services Other Than Personal), all applicable policies, forms, standard office supplies, and equipment. This task should not be trained in MOPP 4.

**Standards:** Prepare a CVS voucher for payment IAW DODFMR 7000.14-R Vol 10 without error using a GO / NO GO criteria.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** Never

Task Statements
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**Cue:** Prepare a Commercial Vendor Services voucher for payment.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## **Performance Steps**

### **1. Calculate payment due date (PDD) and interest penalty payment (if applicable) IAW DODFMR Vol 10 Chapter 7.**

#### **a. Obtain all incoming documents in the control section.**

(1) Sort documents by type.

(2) Date stamp all documents as they are received.

#### **b. Check documents for required information and validity.**

(1) Ensure procurement documents have the correct:

(a) Contract or purchase order number.

(b) Signatures, if required.

(c) Accounting classification(s).

(2) Ensure the receiving report acceptance of goods block is complete.

#### **c. Place the documents with the corresponding contract folder.**

(1) Ensure each document is the correct document required.

(2) Ensure each document has the correct contract number.

#### **d. Record information from the following on the bills register card:**

(1) Contract or purchase order.

(2) Invoice.

(3) Receiving report.

#### **e. Place documents in the appropriate maintenance file.**

(1) Document awaiting file.

(2) Central contract file.

(3) Ready to disburse file.

#### **f. Obtain a documentation packet for payment from the maintenance file.**

#### **g. Check if the documentation packet is complete.**

(1) Ensure the purchase agreement is included. The purchase agreement will be one of the following:

(a) Solicitation, Offer and Award, SF 33.

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

(c) Solicitation/Contract/Order for Commercial items, SF1449.

(2) Ensure the receiving report is included. The receiving report will be one of the following:

(a) Copy 8 of the DD Form 1155.

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

(3) Ensure the invoice from the vendor is included.

(4) Take action to obtain the missing documents when required.

h. Confirm which payments must be made first.

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

(1) Make all payments requiring interest first.

(2) Pay the vendors that offer discounts the government can take.

(3) Pay the net 30 payments by due date to avoid paying interest charges.

i. Calculate the PDD and amount of the payment.

(1) Pay for goods received and accepted. Compare the receiving report with the invoice to ensure what is billed for has been received and accepted.

(2) Do not exceed the contracted unit price, number of items, or total amount.

(3) Pay the amount stated on invoice when it is advantageous to the government (unless it is the result of a math error).

(4) Pay for freight when freight is authorized to be paid on the contract.

(5) Accept all discounts, if advantageous to the government. The PDD for discounts is calculated by adding the number of days in the discount terms to the date of the invoice. Apply the discount percentage against the invoice amount (after correcting any math errors).

(6) Compute the acceptance of goods (AOG) date.

(a) The AOG is determined by taking the earliest of either the actual date of acceptance or constructive acceptance date.

(b) The actual acceptance date is the specific date the receiving activity received the goods or services, as annotated on the receiving report.

(c) The receipt of goods (ROG) date refers to when the good or service is in the possession of the receiving activity (this is also known as delivery of goods). This date is annotated on the receiving report.

(d) The constructive acceptance date is determined by adding 7 days to the ROG date. If there is only one date on the receiving report, it is used as the ROG date.

(e) The AOG date refers to the inspection or "OK" of the goods or services provided.

(7) The PDD is computed by adding the number of days in the terms to the later of the date of acceptance of goods and date the invoice is received in the billing office. Use the terms most advantageous to the government if the terms of the invoice differ from those on the contract.

(8) Pay interest for late payments. (Do not pay if less than \$1.00.)

(a) If the expected check payment date (ECPD) is after the net 30 day mark, interest is owed.

(b) Compute the number of days late by subtracting the PDD from the ECPD.

(c) If the number of days the payment is late is less than 30, compute the amount owed using simple interest.

(d) If the payment is more than 30 days late, compute the amount due using compound interest.

(9) Determine the status of the payment.

(a) Final payment. The receiving report is marked final. All the goods or services agreed to in the contract have been received and billed for.

(b) Partial payment. The receiving report is marked partial. Some of the goods or services agreed to in the contract have been received and/or billed for.

j. Construct the payment voucher.

(1) Pre-validate the payment (IAW DoDFMR Vol 10 080103).

(2) Complete a DD Form 1155 as the payment voucher.

(a) On partial deliveries, enter and circle in block 20, QUANTITY ACCEPTED, as stated on your goods receipt.

(b) Enter in block 26, DIFFERENCES, any change to the original invoice; i.e., discounts, interest penalties, error on the invoice, difference in freight, etc.

(c) Compute the AMOUNT VERIFIED CORRECT FOR, block 33, by taking the amount in block 25 plus or minus any amount in block 26.

(d) Enter in block 17, ACCOUNTING AND APPROPRIATE DATA, the amount charged to each accounting classification. The totals in block 17 should ALWAYS agree with block 33, AMOUNT VERIFIED CORRECT FOR. If paying interest, list a separate interest penalty accounting classification in block 17 along with the total interest charged.

(e) Fill in finance office information in block 32, "PAID BY".

(f) The PAYMENT TYPE will be shown in block 31.

(g) Place the certifying officer's signature block in block 36.

(3) Complete a SF 1034 as the payment voucher.

(a) Use the SF 1034 when the contract is on a SF 33 or when a previous payment made on a DD Form 1155 is a partial payment.

(b) Enter the current date in the "Date Voucher Prepared" block.

(c) Enter the contract number and date from the purchase agreement in the "Contract Number and Date" block.

(d) Enter the payee's name and address from the purchase agreement in the "Payee's Name and Address" block.

(e) Enter the date the invoice is received in the "Date Invoice Received" block.

(f) Enter the requisition number and date - Also taken from the PO.

(g) Enter the finance office information in the "Paid by" block.

(h) Enter the payment terms used to compute the payment in the "Discount Terms" block.

(i) Enter the word "none" in the "Payee's Account Number" block.

(j) Enter the invoice number and date in the "Number and Date of Order" block.

(k) Enter the receiving report number and date in the "Date of Delivery or Service" block.

(l) Enter in the "Articles or Services," "Quantity," and "Unit Price" blocks all the articles or services billed and their respective quantity and price. If there are too many articles or services to list, annotate with 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).

(m) Put the PDD in the "Articles or Services" block.

(n) Enter in the "Amount" block the amounts computed by multiplying the "Quantity" by the "Unit Price."

(o) Enter in the "Total" block the amount computed by adding all the amounts in the "Amount" block.

(p) Annotate in the "Differences" block any discount taken, interest charged, or invoice errors.

(q) Enter in the "Accounting Classification" block the accounting classifications and the corresponding amounts. Verify the accounting classifications against the purchase agreement.

(r) Enter in the "Amount Verified Correct For" block the amount computed by subtracting or adding the amounts in the "Differences" block from/to the amount in the "Total" block.

(s) Annotate the correct type of payment in the "Payment" block. For partial payments, annotate the payment number.

(t) Initial in the "Signature or Initials" block.

(u) Place the signature block for the certifying officer in the certifying officer block.

(v) On Account of US. Treasury - Write "FOR\$-----" with no spaces to prevent fraud.

## 2. Prepare voucher for payment.

a. Construct a payment voucher for a SF 44 purchase.

(1) Receive copies 1 and 3 of a SF 44 purchase.

(a) Copy 1 is the purchase agreement and invoice.

(b) Copy 3 is the receiving report.

(2) Determine if the purchase is valid. The purchase is valid if it meets the following three conditions:

(a) The transaction does not exceed micro-purchase threshold as established by FAR 2.101.

(b) The supplies or services are immediately available.

(c) There is only one delivery and one payment.

(3) Determine the Payment Due Date (PDD).

(a) For meat or meat-products, add 7 days to the receipt of goods (ROG) date to compute the PDD.

(b) For dairy or agricultural commodities, add 10 days to the ROG date to compute the PDD.

(c) If a discount is offered, add the number of days in the discount to the date of invoice to compute the PDD.

(d) If no discount is offered or the discount PDD is past:

\_1\_ Add 30 days to the date in the seller's portion of the SF 44 to compute the PDD.

\_2\_ Add 30 days to the later date of the date of a separate invoice and the ROG date to compute the PDD.

(4) Complete a SF 1034 as the payment voucher

b. Forward the payment voucher with supporting documentation for verification.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measures are 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 they feel qualified and prepared for the evaluation. Once read, have the Soldier to 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. Calculated payment due date (PDD) and interest penalty payment (if applicable) IAW DODFMR Vol 10 Chapter 7.			
a. Obtained all incoming documents in the control section.			
b. Checked documents for required information and validity.			
c. Placed the documents with the corresponding contract folder.			
d. Recorded information from the following on the bills register card:			
(1) Contract or purchase order.			
(2) Invoice.			
(3) Receiving report.			
e. Placed documents in the appropriate maintenance file.			
f. Obtained a documentation packet for payment from the maintenance file.			
g. Checked if the documentation packet is complete.			
h. Confirmed which payments were to be made first.			
<b>Note :</b> Prioritized the payments by payment due date (PDD) or per unit standard operating procedure (SOP).			
i. Calculated the PDD and amount of the payment.			
j. Constructed the payment voucher.			
2. Prepared voucher for payment.			
a. Constructed a payment voucher for a SF 44 purchase.			
b. Forwarded the payment voucher with supporting documentation for verification.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DD FORM 1155	ORDER FOR SUPPLIES OR SERVICES	Yes	No	
	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	Yes	No	
	DOD 7000.14-R VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	Yes	
	SF FORM 1034	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	Yes	No	
	SF FORM 33	Solicitation, Offer, and Award	Yes	No	
	SF FORM 44	U.S. GOVERNMENT PURCHASE ORDER INVOICE VOUCHER (TO INCLUDE SF 44A, 44B, 44C, 44D)	Yes	No	

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

**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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. 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 ATP 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer 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 current CBRN doctrine. 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 :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**Knowledges :**

Knowledge ID	Knowledge Name
K27611	Know how to Prepare Commercial Vendor Services Vouchers for Payment

**Skills :**

Skill ID	Skill Name
S5687	Ability to prepare vouchers for payment and update the Bills Register Card (BRC)
S0501	Determine Interest Penalty Payments
S0500	Determine Payment Due Dates
S5688	Ability to Prepare payment vouchers for advance and progress payments

**ICTL Data :** None