CHAPTER 11

PUBLIC VOUCHERS

The Navy depends to a large extent on commercial contractors and firms for supplies and services necessary for operations. As a DK, you have an important part in keeping the Navy's image as a good customer by promptly paying the bills incurred by your ship or station.

On many occasions, you will be dealing with foreign businessmen. The manner in which your ship pays its bills will influence the attitude they have toward the U.S. Navy. It will also determine whether the next U.S. Navy ship to call at that port receives needed supplies and services.

While you already are acquainted with several types of public voucher (PV) forms (payrolls and travel vouchers), this chapter introduces additional PVs that you, as a DK may frequently process and explains the general requirements that all PVs must meet.

Before we go further, keep in mind that INVOICE, DEALER'S BILL, BILL, and DEALER'S INVOICE all pertain to dealers' bills. Likewise, CONTRACTOR, DEALER, and VENDOR are business owners, firms, or establishments that provide materials or services to the government. Contractors are not necessarily restricted to construction companies. Do not get yourself confused as we go through this chapter.

NATURE AND PURPOSE OF A PUBLIC VOUCHER

A PV is the only form used by the Navy to pay its bills. It is an authoritative document used by U.S. Government agencies to justify payment for supplies, equipment, materials, and services other than personal.

The various forms used as PVs must be approved by the Comptroller General of the United States.

PREPARATION OF PUBLIC VOUCHERS

A PV is correctly prepared when it meets all of the following criteria:

- The payment discharges a legal liability of the U.S. Government.
- The written evidence assembled in support of the payment is complete and adequate.
- The voucher is charged to an appropriation or fund available for and applicable to its payment.
- The control over disposition of the PV (original and copies) and the maintenance of permanent records prevent duplicate payment or overpayment by the government.
- The accounting data are accurate and complete so that proper charging and adjustment of appropriations or funds maybe accomplished.

ACTIVITY RESPONSIBLE FOR PREPARATION AND PAYMENT

Generally, every purchase contract or order specifies the activity to which the dealers' bill is to be submitted and the activity that will pay the PV. In most cases, the activity named in the contract to make payment will also prepare the PV.

If you are aboard a ship that deploys overseas, payment of dealers' bills becomes the responsibility of the disbursing officer and you must know how to prepare the necessary PVs to effect payment. The disbursing officer of a deployed ship is usually called upon to pay bills for three types of purchases: ship's store merchandise, fresh provisions, and port services such as garbage removal, tug and pilot services, fresh water, and so forth. In addition to these bills, you will prepare PVs for payment of rations commuted to a private mess, reimbursement to the imprest fund, and various other payments.

ACTIVITY RESPONSIBLE NOT SPECIFIED IN CONTRACTOR ORDER

When dealers' bills are received with no PV prepared, the responsibility for the preparation of PVs is as follows:

- When delivery is made to a shore activity within the continental United States or Hawaii, the financial information processing center (FIPC) serving the receiving activity prepares the PV and makes payment.

- When delivery is made to shore activities outside the continental United States or Hawaii or to a ship by a vendor within the continental United States or in Hawaii, the FIPC serving the area where the vendor is located prepares the PV and makes payment.

- When delivery is made to a ship or shore activities outside the continental United States or Hawaii by a dealer located outside the United States or Hawaii, the receiving activity prepares the PV and the servicing disbursing office or the nearest Department of Defense or U.S. disbursing office makes payment.

PREPARATION PROCEDURES

While you will be preparing several types of PVs, all PVs must contain the data discussed next. Use the preprinted information on the form to complete this data. In other words, let the form do the work it is intended to do.

Disbursing Officer Voucher Number

Each PV must contain a disbursing officer voucher (DOV) number. DOV numbers may range from 1 to 99999. One or two alpha characters may replace one or two of the digits and may precede or follow the remaining numbers.

DOV numbers are limited to five digits. When the limitation may be reached during an accounting period, plan ahead and start anew series at the beginning of the accounting period. Number PVs consecutively without regard to change of disbursing officers or fiscal year.

To control DOV number assignment, record the numbers used in a PV log. For reference purposes, the PV log should also contain the name of the payee, the appropriation and subhead to which the expenditure was charged, and the amount of the payment.

Paid By Block

In the Paid By block of the PV, type or stamp the following with a Paid stamp:

- The word *Paid* if not preprinted on the PV.
- The UIC and abbreviated name of the ship or activity to which the disbursing officer making the payment is assigned.
- Name of the branch office, as applicable (optional).
- The business day or date of payment. This is the date funds are to be expended on the PV.
- Disbursing station symbol number (DSSN).

Payee's Name and Address

Clearly identify the payee and the address to which payment is to be sent. When a number of payees are identified on attached supporting documents, enter a notation such as Various Payees Per Attached Documents in the name and address area. This information is not required when the payees and activities appear on a listing such as Navy payrolls.

When the payee is a dealer or contractor, show the name and address on the dealer's bill or contract (the name and location of the company or business concerned).

Purpose of Payment

The central body of the PV reflects the purpose or reason for the payment. On PV forms designed for specific purposes (travel vouchers, for example), preprinted captions on the form explain the entries required. When you are using a general-purpose PV form such as the NAVCOMPT Form 2277 (fig. 11-1), enter data in this block such as invoice number, delivery date, description of articles or services received, unit prices, amount, and so forth.

When the PV is a payment for purchase orders covering items for afloat operating forces, requisition numbers must be shown on both the purchase order and the W. When supporting documents reflect the purpose data in sufficient detail, only a brief description of the reason for payment and a notation such as Per Attached Statement(s) need be entered in the body of the PV.

Administrative Certificate

The office preparing the voucher completes the administrative certificate section of the PV. It certifies that the articles or services purchased have been received and accepted by the receiving activity.

The Approved section contains the signature and title of the official authorized to approve payment of the PV as well as the date of such approval.

The Certified section contains the signature and title of the official authorized to certify the PV for payment as well as the date of such certification.

VOUCHER FOR DISBURSEMENT AND/OR COLLECTION--NAVCOMPT FORM 2277 (8PT.) (2-81) S/N 0104-LF-702-2770 Page 1 of 1 Pages

1. Purpose: DISB. ☒ COLLECT ☐
2. Date: 10 MAY 1991
3. Reference Document No.: N03359-91-T-0060
4. Bill Number
5. Voucher No.: 20676 — DOV NO.

6. FROM:
SUPPLY OFFICER
USS FORRESTAL (AVT-59)
FPO MIAMI 34080-2730

7. PAID BY: CHECK NO. 70,126,060 — CHECK NUMBER. LEAVE BLANK IF PAID IN CASH. SEE BLOCK 18.
UIC 03359
USS FORRESTAL (AVT-59)
11 MAY 1991
SYMBOL 7824

8. — NAME AND ADDRESS OF PAYEE AS SHOWN ON THE INVOICE
MIGUEL ANTONIO CRUZ
AVENIDA DELA PAZ
ROTA, SPAIN

9. ARTICLES, SERVICES OR ITEMS

A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)	D. QUANTITY	E. UNIT PRICE COST	E. UNIT PRICE PER	F. AMOUNT
AD0682	5/10/91	GARBAGE REMOVAL AS PER ATTACHED INVOICE OF 5/5/91 15,500 SPANISH PESETAS = $163.16.US				15,500 SP PESETAS

AS SHOWN ON THE INVOICE — EXPRESSED IN LOCAL CURRENCY

G. DISCOUNT TERMS — DISCOUNT TERMS, IF APPLICABLE
H. TOTAL 15,500

10. TYPE OF PAYMENT OR BILL: COMPLETE ☒ PARTIAL ☐ FINAL ☒ PROGRESS ☐ ADVANCE ☐

ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)

12. DEDUCTIONS

A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G.

AMOUNT OF DISCOUNT TAKEN, IF APPLICABLE — EXCHANGE RATE CURRENT AT TIME OF PAYMENT

H. CURRENCY: SP PESETA EXCHANGE RATE 95 =$1.00 I. TOTAL DEDUCTIONS

COUNTRY CODE — SP

ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
	1711804	602E	000	57012	0	060951	2D	V03359	0113003359BK	$163.16

TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I) $163.16

14. INSPECTION REPORT NOS. — 15. GOV'T B/L NOS.

LEFT BLANK IF APPROVING AND CERTIFYING OFFICAL IS SAME PERSON

APPROVED
BY
TITLE
(DATE)

17. CERTIFIED
BY W. P. DONE, CDR, SC, USN
5/10/91 TITLE SUPPLY OFFICER
(DATE)

18. PAYMENT RECEIVED:
PAYEE--
PER--
TITLE--

PAYEE'S SIGNATURE, DATE, AND CURRENCY TYPE, IF PAID IN CASH

Figure 11-1.-Voucher for Disbursement and/or Collection, NAVCOMPT Form 2277.

If the ability to certify and authority to approve are combined in one person, that person signs the Certified section only of the PV.

When the disbursing officer is the authority approving the payment, his or her name, rank and signature are entered in the Certified section of the PV. The disbursing officer is certifying the following:

- Articles or services purchased have been received and accepted.
- Extensions and totals are correct arithmetically.
- Unit prices are correct.
- The PV is proper for payment in all respects.

Foreign Currency Exchange Rate

When the dealer's bill is stated in foreign currency, the PV should show all amounts in equivalent U.S. currency at the rate in which foreign currency is disbursed. The rate of exchange current at the time of payment should be used and shown on the PV.

Accounting Data

Complete accounting data must be shown in the Accounting Classification section of the PV or on an attached summary sheet of accounting data (discussed later). Enter data in the accounting classification code format discussed in chapter 9 of this training manual. The office preparing the PV should finish the proper accounting data but the disbursing officer checks the accuracy of the data.

As a DK, you will be called upon to verify the accuracy of the accounting data. You must also consult the NAVCOMPT Manual, volume 2, and volume 4, chapter 8, for the procedures required to make correction to accounting data shown on PVs.

COUNTRY CODE.– All vouchers paid by afloat disbursing officers or disbursing officers not located in the United States are coded to identify the country or countries affected by the international balance of payments. Vouchers paid by disbursing officers located in the United States are coded only when the transaction affects the U.S. balance of payments; that is, when a country code other than the code for the United States is applicable.

The *NAVCOMPT Manual,* volume 2, chapter 7, contains the proper procedures for country coding of vouchers. This was also discussed in chapter 9 of this training manual.

CORRECTIONS OF AMOUNT EXTENSIONS.– If there is an error in the amount of the extensions, a correction is authorized only in certain cases. Generally, a correction is made only if the dealer bills for less than the amount correctly due and the difference is $10 or less.

You should place notations on the original and all copies of the PV explaining the adjustment. Differences of amount billed because of an error in computation or extension are discussed later.

SUMMARY OF ACCOUNTING DATA.– The Summary of Accounting Data, NAVCOMPT Form 2035, may be used in support of any type of voucher when the accounting data space on the voucher is inadequate. Attach the NAVCOMPT Form 2035 to the original and copies of the PV.

Figure 11-2 shows a properly prepared NAVCOMPT Form 2035. For complete details on how to prepare this form, consult the *NAVCOMPT Manual* volume 4, chapter 8.

Other Payment Data

If full payment is made by a single check drawn to the order of the payee shown in the To section of the PV, simply insert the serial number of the check only on the original PV.

If partial or till payment is made in cash, show the amount, date of payment, and the name of the payee on the designated line on the original and all copies of the PV. At the time of payment, have the payee sign the original of the PV unless the payee's signature already appears on the sundry or miscellaneous voucher supporting the PV. The Military Payroll Money List, NAVCOMPT Form 3056, Multiple Travel Payments List, DD Form 1351-6, and Claim for Reimbursement for Expenditures on Official Business, STD Form 1164, are examples of sundry vouchers.

When there are two or more payees, make payment by two or more checks, or partially in cash and partially by check. Show the amount paid to each payee by cash and by check as well as the check serial number on the original and all copies of the PV.

PAYMENT OF PUBLIC VOUCHERS

Normally, contracts or purchase agreements contain provisions as to which office or activity is responsible for payments of invoices.

SUMMARY OF ACCOUNTING DATA
NAVCOMPT FORM 2035 (REV. 9-65) S/N 0104-LF-702-1402

PREPARING ACTIVITY (Designation and location): USS FORRESTAL (AVT-59)			TYPE OF TRANSACTION	FOR ATTACHMENT TO D.O. VOUCHER NO.: 20680
PAYING OFFICE	DATE OF PAYMENT: 5/12/91	D.O. SYMBOL NO.: 7824	DISBURSING OFFICER: G. A. PABLOW, LTJG, SC, USN	BUREAU VOUCHER NO.

ACCOUNTING CLASSIFICATION DATA (REV. 7-65)								REFERENCE AND DETAIL			
APPROPR. SYMBOL AND SUBHEAD	OBJ. CLASS	BUREAU CONT. & SUBALLOT. NUMBER	AUTH. ACCOUNTING ACTIVITY	TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE	AMOUNT	ORDER NO.	STUB OR REQUISITION NUMBER		AMOUNT
1711804.602E	000	57012/0	060951	2D	V03359	0112003359BC	203.16				
						0112003359BU	58.26				
						0112103359AF	110.01				
						0112103359BC	71.16				
						0112303359BU	25.50				
						0112403359DT	84.72				
						0112503359AF	169.94				
						0112503359DT	43.18				
						0112503359BC	42.85				
						0112803359BC	81.83				
						0112903359BU	46.47				
						0112903359AF	11.75				
							948.83				

★U.S.GPO:1988-0-505-007/66762

Figure 11-2.–Summary of Accounting Data, NAVCOMPT Form 2035.

The local disbursing officer at the activity receiving the materials or services makes payments not considered payments to vendors. See the *NAVCOMPT Manual*, volume 4, chapter 8, for complete list of these types of payments.

CONTINENTAL UNITED STATES AND HAWAII

FIPCs pay vendors located in the continental United States and Hawaii, except billings against a Marine Corps activity and certain industrial-commercial activities, for both afloat and shore activities.

OUTSIDE THE UNITED STATES

The disbursing officer of the ship or shore activity generally pays foreign vendors for materials and services purchased for ships in a foreign port or shore activity located overseas. If the ship or activity operates without a disbursing officer, the nearest U.S. disbursing officer makes payment.

Forward any Canadian dealers' invoices, expressed in Canadian dollars, received after the ship's departure from port, to the Navy Regional Finance Center (NRFC), Washington for payment. Forward other invoices expressed in U.S. dollars to the appropriate FAADC.

SUBSTANTIATING DOCUMENTS

The dealer or other claimant is required to demand payment by submitting an itemized bill, often called an invoice. You must make sure the invoice is attached to the PV by the preparing office before you process the PV for payment.

Dealers' Bills

Aboard ship, the supply officer prepares an Order for Supplies or Services, DD Form 1155, for submission to authorized dealers and contractors to obtain supplies and services.

After the supply officer receives and accepts the services or supplies, he or she signs the Certificate section of the DD Form 1155 and forwards it along with the original and three copies of the invoice to the disbursing officer for payment. The supply officer or receiving activity forwards the purchase document and invoice(s) within 5 working days to the disbursing officer after certification of acceptance of the materials or services. *Shore and Fleet Small Purchase and Other Simplified Purchase Procedures*, NAVSUPINST 4200.85, explains the proper procedures.

It is your job to make every effort to settle all the bills incurred by your ship overseas. Therefore, if you receive the dealer's bill and DD Form 1155 indicating services or supplies have been inspected and accepted, do not delay in processing the PV for payment.

Figure 11-3 shows how to prepare a DD Form 1155 to pay for provisions purchased by a ship outside the United States.

In foreign countries, the payment normally is made in local currency. Show the kind of currency and the rate of exchange current at time of payment on the face of the PV. When the dealer's bill is expressed in a foreign language, obtain a translation in English to accompany it. Express the covering PV in the English language.

The disposition of the original and copies of paid PVs, along with the appropriate supporting documents, are discussed later in this chapter.

Other Evidence to Support Payment

The Federal Acquisition Regulations require an authenticated or confirmed copy of each contract and of each modification to it be forwarded directly from the purchasing office to the disbursing office named as the paying office in the contract.

The paying disbursing officer keeps a file of each contract and uses it to verify that only proper payments are made. A contract log cannot be a substitute for the contract file.

VERIFICATION BEFORE PAYMENT

To prevent duplicate payments, attach the original dealer's bill to the original PV. Dealer's bills marked Copy or Duplicate are not acceptable. Invoices prepared by reproductive masters or by carbon paper impression are acceptable as an original provided they are clearly marked Original Invoice and the data entered is completely legible.

Certification and Acceptance

Disbursing officers make sure regulations concerning timely acceptance of goods or services and timely approval of invoices for payment are followed. No matter which form the acceptance of the goods and services and the approval for payment takes, the

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 1

1. CONTRACT/PURCH ORDER NO: N03359-91-D-0112
2. DELIVERY ORDER NO: 03359-0251
3. DATE OF ORDER: 2 JUNE 1991
4. REQUISITION/PURCH REQUEST NO: 03359/1153/0251
5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1: DO

6. ISSUED BY — CODE
USS FORRESTAL (AVT-59)
FPO MIAMI 34080-2730

7. ADMINISTERED BY (If other than 6) — CODE

8. DELIVERY FOB: [X] DEST [ ] OTHER (See Schedule if other)

9. CONTRACTOR — CODE — FACILITY CODE
NAME AND ADDRESS
CRISTININI RODELA
VIA TADDEO DA SESSA 76
NAPLES, ITALY

10. DELIVER TO FOB POINT BY (Date): 10 JUNE 1991
11. MARK IF BUSINESS IS: [X] SMALL [ ] SMALL DISADVANTAGED [ ] WOMEN-OWNED
12. DISCOUNT TERMS: NET
13. MAIL INVOICES TO: SEE BLOCK 6

14. SHIP TO — CODE
COMMANDING OFFICER
USS FORRESTAL (AVT-59)
AT NAPLES, ITALY

15. PAYMENT WILL BE MADE BY — CODE
DISBURSING OFFICER
USS FORRESTAL (AVT-59)

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY [X] This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE [ ] Reference your furnish the following on terms specified herein
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR — SIGNATURE — TYPED NAME AND TITLE — DATE SIGNED

[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies.

17. ACCOUNTING AND APPROPRIATION DATA

ITEM NO	APPROPRIATION SYMBOL AND SUBHEAD	SUBJECT CLASS	BUREAU CONT NO	SUB ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROPERTY ACCT'G ACT'Y	COUNTRY	COST CODE	AMOUNT
	IT 1711804.2270	000	000031	0	000031	2D	001153		0R0335973170	$509.09

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
1.	EGGS, LARGE	500	DZ	600	300,000
2.	BREAD, ITALIAN	100	BX	16,000	160,000
3.	CARROTS, FRESH	200	LB	500	100,000
	EXCHANGE RATE: 1,100 LIRE = $1.00 US				
	560,000 LIRE = $509.09 US				

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA BY: W. W. RICHSON, LT, SC, USN — CONTRACTING/ORDERING OFFICER

25. TOTAL: 560,000 LIRE
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN: [X] INSPECTED [X] RECEIVED [X] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
6/10/91 — DATE
C. C. MARINERO, MSC, USN — SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP. NO.
[ ] PARTIAL [X] FINAL
31. PAYMENT [X] COMPLETE [ ] PARTIAL [X] FINAL

28. D.O. VOUCHER NO.: 20829
30. INITIALS

32. PAID BY: UIC 03359 USS FORRESTAL (AVT-59) 11 JUNE 1991 SYMBOL 7824
33. AMOUNT VERIFIED CORRECT FOR
34. CHECK NUMBER: 70,126,323
35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
6/11/91 — DATE
W. P. DONE, CDR, SC, USN — SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT — 38. RECEIVED BY — 39. DATE RECEIVED — 40. TOTAL CONTAINERS — 41. S/R ACCOUNT NUMBER — 42. S/R VOUCHER NO.

DD Form 1155, JUL 87 — Previous editions are obsolete — S/N 0102-LF-001-1553 — CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 11-3.-Order for Supplies or Services, DD Form 1155.

following dates must be provided to the disbursing officer before payment can be made:

- The date the goods or services were received
- The date the goods or services were accepted
- The date the dealer's bill was received
- The date the dealer's bill was sent to the paying officer

These dates determine when you can pay the PV. Return the PV and invoice(s) to the responsible office if these dates are not furnished.

Corrected Bills

Dealers' bills marked Corrected, Adjusted, Revised or otherwise identified with a previous billing are acceptable only under the following conditions:

- When the original bill for which the correction submitted is available for attachment to the PV.
- When the original bill was attached to a PV already paid and the amount claimed on the corrected dealer's bill was not paid on the original bill.
- When the original bill has been lost or destroyed. (In this case, place on or attach to the PV an explanation of the loss or destruction and a certificate that steps have been taken to prevent duplicate payment.)

Altered Bills

A receiving, vouchering, or paying activity must NOT alter a dealer's bill in any respect. Bills altered by the dealer are acceptable, except for bills rendered under oral orders, unpriced written orders, or imprest fund purchases that increase the quantity, unit price, extension, or total amount. Return these bills to the dealer unpaid for rebilling.

Differences

When a dealer makes an error in computation or extensions and bills for less than the amount due and the difference is $10 or less, prepare the voucher to show the amount billed plus the difference. Make payment in the total amount correctly due. Place a notation on the original and all copies of the voucher explaining the adjustment.

When the difference is more than $10, voucher and pay the bill in the amount billed. Furnish the dealer with notice of the error either by notation on the voucher or by other means. In this case, the bill may also be returned for rebilling.

When the billing is excessive, deduct the excess and pay the amount correctly due. Explain your action on the original and all copies of the PV.

When an error in price is so substantial as to cause doubt, return the bill to the supplier unpaid and request an explanation or a rebilling.

For additional guidance in dealing with differences on invoices, refer to the *NAVCOMPT Manual* volume 4, chapter 8.

TIMELY PAYMENT OF DEALERS' BILLS

The Prompt Payment Act of 1982 (Public Law 97-177), amended on 17 October 1988 (Public Law 100-496), requires a federal agency to make interest payment whenever that agency fails to make payment promptly. In other words, the government agency will be penalized for not making payment on time.

As a DK, you should adhere to the Navy's policy to reduce or avoid interest payments. Computation and payment of interest are complex and are not covered in this manual. However, if you are required to compute and pay interest, you should consult the *NAVCOMPT Manual*, volume 4, chapter 9.

PAYMENT DUE DATES

Payment should be made as close as possible to, but not later than, the due date. To minimize possible late payment interest charges, disbursing activities schedule payments 1 or 2 days but not more than 7 days before the due date.

For example, if a particular PV is due to be paid on the 25th day of the month, you should schedule it for payment on the 23rd or 24th day but not earlier than the 18th day of the month. This is called the payment window.

Specific Due Dates

Make payment of dealers' bills as indicated figure 11-4. Due dates indicated are those payments covered under the Prompt Payment Act.

The Prompt Payment Act covers all contracts or purchase agreements that are either negotiated in the United States or where the materials or services are delivered in the United States. Since contracts of foreign vendors are normally negotiated overseas and materials

TYPE:	PAYMENT DUE DATE:
1. Contract financing payments (progress payments)	1. Not later than (NLT) 7 calendar days after receipt of request of payment
2. Cost-type contract (interim payments) and construction contract (progress payments)	2. NLT 14 calendar days after receipt of request for payment
3. Meat, meat food products, poultry, and egg products	3. NLT 7 calendar days from the date of delivery of the products
4. Dairy products, edible fats and oils, and perishable agricultural commodities (fresh/frozen fruits and vegetables)	4. NLT 10 calendar days from the date of delivery of the products
5. Final payments including contract settlement	5. NLT 30 days from date the designated paying office receives invoice or NLT 30 days after acceptance of work or services whichever is later
6. Medical and dental care furnished by civilian nonfederal sources	6. NLT 10 days from receipt of a properly adjudicated claim
7. Invoices containing provisions for discounts	7. NLT the expirations of the discount period indicated on the invoice or contract
8. Invoices or contracts with no specific due dates	8. NLT 30 days after receipt of invoice or acceptance of materials or services whichever is later

Figure 11-4.-Payment due dates of dealers' bills under the prompt Payment Act.

or services are also delivered overseas, PVs covering these invoices are not covered by the Prompt Payment Act.

If you are aboard a deployed ship, you must pay all foreign vendors as soon as possible after receipt of provisions or services. If you are at a shore activity overseas, pay foreign vendors on the specific due date indicated in the purchase agreement or according to local practice or law. If the contract does not specify the due date, pay following the 30-calendar-day rule,which is discussed next.

No Specific Due Dates

Except for invoices that offer discounts, pay as close as possible to, but not later than, 30 calendar days after the following dates, whichever is later:

- Date of receipt of the invoice
- Date the goods or services were accepted
- Date of the execution of a valid, signed, contractual agreement

If you remember, we mentioned earlier four dates that must be furnished to the disbursing officer by the voucher preparing office. These dates we needed as a basis on when you can pay a dealer's bill.

Mixed Invoices

When you encounter an invoice for products with different due dates, pay based on the product with the earliest due date.

For example, if you have a PV with a mixed invoice for products with both a 7-day and 10-day payment requirement, the due date will based in the same manner as if all items were subject to payment in 7 days. You may split payments by making payments by the due date applicable to each category.

Defective Invoices

If the defect is a minor one that could be remedied easily, correct the problem area instead of returning the invoice. Again, if there is any doubt whether payment is proper, consider the invoice defective and return it to the vendor.

Returned invoices must have information in writing attached that specifies the reason(s) for the return and the nature of the remedial action required.

DISCOUNTS

When contracts or written agreements contain a provision for discount for prompt payment, the discount will be deducted if accepted and earned.

Offers of discount appearing on dealers' bills are authority to deduct the discount. If the discount terms of the contract are not in agreement with discount terms offered on the dealer's bill, take the discount most advantageous to the government.

Always take discounts equal to or greater than $15 in dollar savings. Invoices offering discounts less than $15 may be taken at the discretion of the paying office. EXCEPTION: If the discount rate offered is less than the rate at which the Department of the Treasury borrows funds no discount should be accepted and processed. DFAS - Washington Center announces the applicable discount rates periodicaly.

To permit ready identification of a PV with invoices offering discounts, attach or staple a Discount Label, NAVCOMPT Form 442, to the voucher. Figure 11-5 is a completed NAVCOMPT Form 442 that shows the latest date of receipt of the materials/services or date of receipt of invoice as well as the expiration date of the discount period.

Discount Period

The discount period begins and ends as indicated on the invoice by the contractor. If the discount period is missing, the invoice is improper and you should return it to the contractor.

NAVCOMPT FORM 442 (REV. 3-89)
0104-LF-700-7201

FOLD LINE

MTL-SVC/INVOICE
RECEIVED 10 JUNE 1991
(Show latest date)

DISCOUNT

EXPIRES 15 JUNE 1991

Figure 11-5.-Discount Label, NAVCOMPT Form 442.

When no discount provision is included in the purchase agreement and a discount is offered on the dealer's bill, the beginning or end of the discount period indicated on the invoice applies.

If the discount period expires on a Saturday, Sunday, or holiday, the discount is earned if payment is made on the next business day.

Notation of Voucher

Every time you take a discount, show the rate and amount of deductions on the body of the PV. When paying on NAVCOMPT Form 2277, show the discount terms in block 9G and the amount of deduction in block 12C. Refer to figure 11-1.

Lost Discount

Invoices offering discounts must be received at the disbursing office at least 3 working days before expiration of the discount period. If the discount is lost, the PV should be paid on the net due date.

Disbursing officers keep a record of discounts that are required to be taken but were lost due to failure to process the bill within the time frame allowed. This record contains all mandatory discounts lost. It also identifies each such invoice and shows the activity responsible for losing the discount on that invoice.

Refer to the *NAVCOMPT Manual*, volume 4, chapter 9, for additional instructions on discounts for prompt payment.

METHOD OF PAYMENT

PVs are normally paid by check unless the purchase or services agreement requires payment by other means (cash or electronic fund transfer).

Within the United States and Its Possessions

PVs are paid by U.S. Treasury checks. All remittances by mail are by check. Any number of PVs to the same payee maybe paid by a single check.

Disbursing offices that regularly maintain cash funds for military or civilian payrolls may pay by cash.

Outside the United States

Payments to contractors or vendors in a foreign country are be made in a currency authorized by local foreign currency control laws or regulations. The disbursing officers must fully comply with local foreign currency controls.

If payment in U.S. currency is required by the purchase agreement or the foreign currency billed is not available, payment may be made by U.S. Treasury check or currency. The rate of exchange current at the time of payment is used.

If the foreign currency billed is listed as excess or near-excess and is not available to the disbursing office, the bill is forwarded for payment to a U.S. military disbursing officer having access to the currency involved or to NRFC, Washington.

DUPLICATE PAYMENTS

Avoid duplicate payments. If a duplicate payment occurs, the cause must be investigated and action taken to avoid recurrence of similar duplication. Recoupment of the duplicate payment must be made as soon as it is discovered. The recoupment must also be confirmed that it actually occurred.

As a general rule, do not pay an invoice if your office is not specifically designated to make payment on the contract or purchase agreement. This information is found in block 15 of the DD Form 1155. See figure 11-3.

TYPES OF PUBLIC VOUCHERS

The Department of the Navy uses various voucher forms as authority for payment of its regularly incurred obligations.

VOUCHER FOR DISBURSEMENT AND/OR COLLECTION

The PV used for the majority of payments is the Voucher for Disbursement and/or Collection, NAVCOMPT Form 2277. Some of the uses of this form are as follows:

- Payment of dealers' bills for the purchases of equipment, materials, and services
- Transfer of ship's stores profits to the welfare and recreation fund of a ship
- Voucher for transfer between appropriation and/or funds
- Payment of refunds, prepayments, or claims

Payment of Dealers' Bills

If material or services are not ordered, inspected, and received on a DD Form 1155, use NAVCOMPT Form 2277 as a covering PV to pay a dealer's bill. You must make sure a Material Inspection and Receiving Report, DD Form 250, and the applicable invoice(s) are attached to the NAVCOMPT Form 2277 before processing it for payment.

Rations Commuted to Private Mess

When enlisted members are assigned to duty and/or subsisted in a mess other than the general mess, such as a CPO mess, wardroom mess, or to the quarters of a senior officer, the value of their rations is commuted or paid to the appropriate mess treasurer.

At the end of each month, the mess treasurer submits a list showing the names and SSNs of members whose rations are being commuted. It also shows the period subsisted if other than stated for period reported. This locally prepared form must be submitted in triplicate to the disbursing officer for payment.

The disbursing officer prepares the NAVCOMPT Form 2277 and enters the LES annotations following PAYPERSMAN, part three, chapter 1, and SDSPROMAN, part three, chapter 1, making sure payment is not made to the mess treasurer for any date a member was on leave.

For an example of a locally prepared form and a NAVCOMPT Form 2277, see figures 11-6 and 11-7, respectively.

TRANSFERS BETWEEN APPROPRIATIONS

Use a NAVCOMPT Form 2277 to transfer funds between Navy appropriations. You may, however, receive a Voucher for Transfers Between Appropriations and/or Funds, Standard Form 1080, from another department of the government requesting payment for materials or services provided to your ship or activity.

Both forms have two separate accounting classification blocks, one for the billing office and the other for the office billed. The use of both blocks allows the form to be used both as a public voucher (expenditure) and a collection voucher (receipt).

Between Navy Appropriations

As a DK you will frequently process NAVCOMPT Forms 2277 to adjust charges between Navy appropriations. It must have both the disbursement and collection boxes checked in block 1.

CPO Mess

USS Forrestal (AVT-59)

Period Covered: 1 May to 31 May 1991

The following members were subsisted during the reporting period unless otherwise indicated:

SSN	Name	Period (if other)
121-21-2121	Arata, Joey NMN	
343-43-4343	Backman, Dave A.	1-15 May; 26-31 May
787-87-8787	Dooks, Don K.	
131-31-3131	Hole, Ken E.	1-20 May
242-42-4242	Magee, Steve D.	
353-53-5353	Ramires, Gus C.	
464-64-6464	Seems, Bill H.	10-31 May
575-75-7575	Sipka, Gerry G.	
686-86-8686	Wooly, John P.	
797-97-9797	Zapatos, Mike V.	

MEMBER TOOK LEAVE 16 TO 25 MAY

MEMBER DETACHED 21 MAY

MEMBER REPORTED 10 MAY

Mark F. Lopes
MARK F. LOPES
CPO Mess Treasurer

Figure 11-6.-Locally prepared form for rations commuted to a private mess.

VOUCHER FOR DISBURSEMENT AND/OR COLLECTION—NAVCOMPT FORM 2277 (8PT.) (2-81) S/N 0104-LF-702-2770 Page 1 of 1 Pages

1. Purpose	2. Date	3. Reference Document No.	4. Bill Number	5. Voucher No.
DISB. ☒ COLLECT ☐	5 JUNE 1991			20748

6. FROM:

DISBURSING OFFICER
USS FORRESTAL (AVT-59)
FPO MIAMI 34080-2730

7. PAID BY:
CHECK NO.

UIC 03359
USS FORRESTAL (AVT-59)

5 JUNE 1991

SYMBOL 7824

8. TO:

TREASURER
CPO MESS
USS FORRESTAL (AVT-59)
FPO MIAMI 34080-2730

9. ARTICLES, SERVICES OR ITEMS

A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)	D. QUANTITY	E. UNIT PRICE COST	E. UNIT PRICE PER	F. AMOUNT
	5/1 - 31/91	RATIONS COMMUTED TO THE CPO MESS AS PER ATTACHED LISTING	4,230	6.15	EA	26,014.50

G. DISCOUNT TERMS H. TOTAL $26,014.50

10. TYPE OF PAYMENT OR BILL: COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE ☐

11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)

12. DEDUCTIONS

A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)

H. CURRENCY: US EXCHANGE RATE =$1.00 I. TOTAL DEDUCTIONS

13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
	1711453	2202	007	12600	0	000022	3C	000000	000000071133	26,014.50

L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I) $26,014.50

14. INSPECTION REPORT NOS: 15. GOV'T B/L NOS:

16. APPROVED
BY
TITLE
(DATE)

17. CERTIFIED
BY G. A. PABLOW, LTJG, SC, USN
6/5/91 TITLE DISBURSING OFFICER
(DATE)

18. PAYMENT RECEIVED:
PAYEE–
PER–
TITLE– CPO MESS TREASURER

Figure 11-7.–Payment of rations commuted to a private mess.

When the NAVCOMPT Form 2277 is used to adjust charges between Navy appropriations, no actual payment is made. In the Paid By block enter the notation No Check. Assign a DOV number to the original and required copies of the NAVCOMPT Form 2277 and process it as a payment. Assign a collection voucher (CV) number to the remaining copies of the voucher and process it as a collection. Thus, you have a disbursement charging the appropriation financing the material or service and a simultaneous collection crediting the appropriation originally charged for the material or service.

The disbursing officer posts this transaction simultaneously in the cashbook as a collection and an offsetting cash disbursement.

Payment to Other Government Departments or Agencies

In those cases where you receive a Standard Form 1080 from another department or agency of the government requesting payment, the accounting data of the billing office is usually on the form. The office being billed enters the accounting data chargeable in the accounting classification block titled Office Billed.

Process the Standard Form 1080 as a PV in the usual reamer. Payment will be made by a U.S. Treasury check made payable to the billing office or, if requested, to the order of the Treasurer of the United States. Process copies of the voucher as a collection voucher. Then mail the check with a copy of the collection voucher to the billing office.

REIMBURSEMENT VOUCHER

The Cashier Reimbursement Voucher and/or Accountability Report, Standard Form 1129, is used to reimburse imprest funds and to combine any number of small cash or check payments of less than $100 during the accounting period.

Imprest Fund

An imprest fund is a simple and economic method used to make minor purchases of material or services for the ship's or station's use. It is, in effect, a miniature revolving fund that operates like a petty cash fund used by a private industry.

When an imprest fund is established, the commanding officer furnishes a copy of the letter appointing the imprest fund cashier and stating the amount of the fund to the disbursing officer. The disbursing officer then advances funds to the cashier in an amount not to exceed that authorized by NAVSUPINST4200.85.

Funds may then be advanced by the cashier to the person making the purchase or the purchases may be reimbursed for personal funds used.

When replenishment of the imprest fund is required the imprest fund cashier prepares the Standard Form 1129, has it approved by the commanding officer or other delegated authority or official, and presents it with the original supporting documents to you. Before reimbursing the cashier, verify the total amount of the supporting receipts against the amount of the reimbursement voucher. The amount of reimbursement should restore the fund to its authorized level. See figure 11-8.

Complete accounting data must be furnished for each transaction. When space is not available on the face of the voucher, list accounting data on a Summary of Accounting Data, NAVCOMPT Form 2035, as discussed earlier. Attach the NAVCOMPT Form 2035 to the Standard Form 1129 as a permanent part of the PV.

Original Receipts Requirement

An original dealer's bill acknowledging receipt of payment for each purchase and a copy of the purchase request document are required documents to support imprest fired expenditures. Accept only original receipts or a copy tendered by the dealer as an original receipt. The Receipt for Cash-Subvoucher, Standard Form 1165, often is used as a receipt for payment. The supply officer or other designated person, other than the imprest fund cashier, acknowledges receipt and acceptance of the purchase on the reverse of the dealer's bill or Standard Form 1165.

DISTRIBUTION OF PUBLIC VOUCHERS AND SUPPORTING DOCUMENTS

The number of copies of a PV required to be prepared, in addition to the original PV, depends upon the following:

- Purpose of the PV
- Appropriation data against which the expenditure is charged
- Whether it is paid by a disbursing officer afloat or a disbursing officer ashore

STANDARD FORM 1129
REVISED 2-82
DEPARTMENT OF THE TREASURY
I TFRM 4-4000
ATTACH SUBVOUCHERS HERE

CASHIER REIMBURSEMENT VOUCHER AND/OR ACCOUNTABILITY REPORT

Voucher No. 20954

Schedule No.

U.S. DEPARTMENT OF THE NAVY, USS FORRESTAL (AVT-59)
(Department, bureau, or establishment)

Payee's name SKC JIMMY J. BOTISTA

Mailing address USS FORRESTAL (AVT-59)

FPO MIAMI 34080-2730

PAID BY
UIC 03359
USS FORRESTAL (AVT-59)
20 JUNE 1991
SYMBOL 7824

For payments made on account of official business as per attached subvouchers numbers 36 to 41, inclusive, for the period 10 JUNE, 19 91 to 19 JUNE, 1991; and reclaimed subvouchers numbers

AMOUNT	
DOLLARS	CENTS
187	08

STATUS OF FUND	DOLLARS	CENTS
This Voucher	187	08
Unpaid Reimbursement Voucher Dated		
Unscheduled Subvouchers		
Interim Receipts for Cash		
Cash on Hand	312	92
Advance or Reimbursement Checks on Hand		
Total	500	00

Differences

Amount verified; correct for 187 08

(Signature or initials)

(For Administrative Use)

Approved:

I certify that the disbursements claimed herein are correct and proper, that payment has not been received, and that the status of the fund for which I am accountable is as stated above.

Jimmy J. Botista

6/20/91 (Date) JIMMY J. BOTISTA (Cashier)

Title SKC, USN

Number of reimbursement checks desired

in the amounts of

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

W. P. Done

6/20/91 (Date) W. P. DONE, CDR, SC, USN *Authorized Certifying Officer.*

SUPPLY OFFICER

ACCOUNTING CLASSIFICATION

1711804.602E	000	57012/0	060951	2D	V03359	0116103359BC	36.17
						0116103359BU	11.68
						0116303359AD	46.20
						0116603359BC	9.78
						0116903359AD	62.59
						0117003359BU	20.66

Paid by Check(s) No.(s)

Paid by cash, $ 187.08 on 6/20/91 (Date)

Payee Jimmy J. Botista

The Privacy Act information requested is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information is requested to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

1129-107 NSN 7540-00-634-4319 ☆ GPO : 1984 O - 421-526 (79)

Figure 11-8.–Cashier Reimbursement Voucher and/or Accountability Report, Standard Form 1129.

Consult the *NAVCOMPT Manual*, volume 4, chapter 20, for complete details concerning distribution of paid PVs.

ORIGINAL PV

The paid original of each PV with the original dealer's bill and/or all other required supporting documents attached is retained in the disbursing officer's safe or security container until it is submitted with the daily balance sheet or as part of the monthly or relieving financial returns.

BUREAU CONTROL COPY

One copy of each PV is retained for submission with the applicable financial returns as the bureau control copy. The FAADC uses this copy to summarize charges for the bureaus, systems, commands, and offices that administer the Navy's appropriations. Copies of the supporting documents are not attached to the bureau control copies of PVs.

PAYING OFFICER'S COPY

The disbursing officer expending the payment retains one copy of each paid PV with copies of the supporting documents attached. This copy is placed in the retained PV file in DOV number sequence. Copies of payrolls are filed separately by payroll number.

The paying officer's copy of paid PVs is retained until he or she is relieved as disbursing officer at which time the copies are transferred to the relieving officer for settlement action and subsequent forwarding to a federal records center.

PAYEE'S COPY

When a PV is a payment to a single payee, one copy with copies of the supporting documents is furnished to the payee. No copies of multiple payment PVs (payrolls, for example) are furnished to the payees. You always make sure a copy of the Standard Form 1129 is furnished to the imprest fund cashier and a copy of the NAVCOMPT Form 2277 with a copy of the locally prepared list is furnished to the mess treasurer.

OTHER COPIES

Additional copies of PVs may be required by various accounting activities for financial management purposes. Copies of paid travel claims for TAD travel funded by type commanders are examples. A copy of the paid travel claim should be forwarded each time you pay a travel claim charging an appropriation administered by type commanders.

SPECIAL DISTRIBUTION

Additional copies of paid PVs are forwarded either with the financial returns or to the accountable ship or activity. Some of the PVs that require additional copies for distribution are as follows:

- PV for temporary duty orders for instruction of 20 weeks or less incident to PCS
- Vouchers charging Reserve Personnel, Navy, excluding payroll
- Vouchers charging Ship's Store Profits, Navy
- Transportation charged to certain Marine Corps appropriations
- Vouchers charging Army, Air Force, or Coast Guard appropriations
- Vouchers charging any special appropriations

Consult the *NAVCOMPT Manual*, volume 4, chapter 20, for complete details.

SUMMARY

The name of the game when you are dealing with PVs is prompt payment on the due date. However, you will pay a dealer's invoice no earlier than the payment window. Familiarize yourself with the provisions of the Prompt Payment Act.

If your ship is deployed overseas, you have the responsibility to settle all the obligations incurred by your ship before leaving port. In those cases where it is impossible to pay a bill before the ship's departure, it is important that the necessary documents be forwarded to the designated office within each country so that payment can be made.

REFERENCES

Afloat Supply Procedures, NAVSUP Publication 485, Change 2, Revision 2, Chapter 4, Navy Department, Naval Supply Systems Command, Washington, DC, July 30, 1990.

Implementation of Certain Standardized and Consolidated Financial Documents, NAVCOMPTINST 7000.43, Change 1, Department of the Navy, Office of the Comptroller, Washington, DC, August 10, 1981.

Navy Comptroller Manual (NAVCOMPTMAN), NAVSO P-1000-2, Volume 2, Change 345, Department of the Navy, Office of the Comptroller, Washington, DC, September 5, 1990.

Navy Comptroller Manual (NAVCOMPTMAN), NAVSO P-1000-4, Volume 4, Navy Department, Office of the Comptroller, Washington, DC, Revised May 25, 1990.

Navy Pay and Personnel Procedures Manual (PAYPERSMAN), NAVSO P-3050, Part Three, Chapter 1, Change 122, Navy Department, Office of the Comptroller, Washington, DC, October 17, 1990.

Shore and Fleet Small Purchase and Other Simplified Purchase Procedures, NAVSUPINST 4200.85, Department of the Navy, Naval Supply Systems Command, Washington, DC, July 25, 1989.

Source Data System Procedures Manual (SDSPROMAN), NAVSO P-3069-2, Volume II, Part Three, Chapter 1, Change 28, Navy Department, Office of the Comptroller, Washington, DC, November 19, 1990.