

Tuition Ordering and Payment Process Handbook – Appendix A-7

SUBJECT: Documenting Quality Control Inspection and Acceptance of Invoices

PURPOSE: To inform NROTC Unit Ordering Officers and Quality Control Officers of the proper format for documenting Inspection/Acceptance and verification of invoices for Accuracy and Properness.

OVERVIEW: Orders placed on DD Form 1155, Order for Supplies or Services are required to be inspected/accepted and invoices verified to be accurate and proper. Although the actual inspection/acceptance is accomplished in WAWF, the least administratively burdensome manner to accomplish is the separation of duties regulatory required per NMCARS 5203.101-1 is utilizing the bottom section of the Task Orders' DD Form 1155. The attached information provides the step-by-step directions, standard statements and an example of a properly filled out DD Form 1155

ACTION REQUIRED:

1. Follow the instructions and example to document Inspection, Acceptance and Certifying the Accuracy and Properness for Payment on a DD Form 1155.
2. For all payments, USE A PHOTOCOPY of the original DD Form 1155.
3. When more than one invoice is received, use a photocopy of the first page of the DD Form 1155 to record the subsequent invoices inspection/acceptance and attach it to first inspection/acceptance document (complete copy of DD Form 1155) in chronological order with the most recent being the first page.

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BLOCK-BY-BLOCK DATA ENTRY DIRECTIONS

On a photocopy of the entire original DD Form 1155 Task Order, fill-in the bottom section of the Task Order using the following guidance:

*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 <i>Kevin Robinson</i> BY: Kevin Robinson 30 Sep 2022		ORDERING OFFICER	25. TOTAL \$1,657,749.00
					26. DIFFERENCES \$1,667,408.00 (\$9,659.00)
27a. QUANTITY IN COLUMN 20 HAS BEEN					
<input checked="" type="checkbox"/> INSPECTED		<input checked="" type="checkbox"/> RECEIVED		<input checked="" type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: <i>N/A</i>	
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>John A. Anderson</i>		c. DATE (YYYYMMDD) 2022OCT27		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE Contractor has not billed for Mod P00001 for the amount of \$9,659.00 CDR JOHN ANDERSON, EXECUTIVE OFFICER	
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE NROTC EXAMPLE UNIVERSITY BLDG 1, ROOM 229B EXAMPLE UNIVERSITY, WI 25301-1234		28. SHIP. NO. 22EXUDD01		29. D.O. VOUCHER NO.	
f. TELEPHONE NUMBER 847-688-4141 X357		g. E-MAIL ADDRESS JAND@EXAMPLEU.EDU		30. INITIALS	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.		31. PAYMENT		32. PAID BY	
a. DATE (YYYYMMDD)		<input type="checkbox"/> COMPLETE		33. AMOUNT VERIFIED CORRECT FOR	
b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		<input type="checkbox"/> PARTIAL		34. CHECK NUMBER	
		<input type="checkbox"/> FINAL		35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)	
				40. TOTAL CONTAINERS	
				41. S/R ACCOUNT NUMBER	
				42. S/R VOUCHER NO.	

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

Fields requiring entry are shaded grey.

BLOCK NO.	DD FORM 1155 – DELIVERY/TASK ORDER BLOCK TITLES AND DATA ENTRY INFORMATION
26	<p>DIFFERENCES — Fill in the total amount of the invoice on the first line and enter the difference on the second line. Annotate the reason for any differences. The Inspector/Acceptor may also write “See attached sheet” and show the calculations on an excel printout such as the Invoice Tracker Spreadsheet in Appendix B-5, calculator printout, etc., providing that the attached page includes the total of the order plus/minus all modifications, prior payments, differences and remaining amounts along with their signature.</p>
27a	<p>QUANTITY IN COLUMN 20 HAS BEEN — Select “INSPECTED”, “RECEIVED”, and “ACCEPTED” blocks. Under, “AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:”, enter “N/A” on the line if there are no quality issues, or “See Attachment” if there is a quality issue and attach a statement describing the issue and any corrective actions.</p> <p>If the invoice is not proper for acceptance, write Reject on the line,</p>

	initial along with reason why then return for corrections.
27b	SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE -- Signature from command quality control official designated to inspect and accept tuition services. THIS SHALL NOT BE THE ORDERING OFFICER NOR INITIATOR
27c	DATE -- This is the date the Quality Control (QC) Officer inspected/accepted and received the services on behalf of the government.
27d	PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE -- Enter the name and official title of the QC. Example: CDR John Anderson, Executive Officer
27e	MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE -- Enter the name and mailing address of your NROTC Unit. Example: NROTC EXAMPLE UNIVERSITY BLDG 1, ROOM 229B EXAMPLE UNIVERSITY, WI 25301-1234
27f	TELEPHONE NUMBER -- Enter the QC's official telephone number. Example: 847-688-4141 Ext 357
27g	E-MAIL ADDRESS: Enter the QC's official e-mail address. May use either the official .edu or .mil e-mail address. Example: jand@example.edu
28	SHIP. NO, -- Enter WAWF Invoice Number (see below) Select "PARTIAL" block if this is not the last invoice or "FINAL" if this is the last invoice under this task order. (Obtain information from the university)
29	D.O. VOUCHER NO. -- Leave Blank
30	INITIALS -- Leave Blank
31	PAYMENT -- Leave Blank
32	PAID BY -- Leave Blank
33	AMOUNT VERIFIED CORRECT FOR -- Leave Blank
34	CHECK NUMBER -- Leave Blank
35	BILL OF LADING NO. -- Leave Blank
36a	DATE -- Leave Blank
36b	SIGNATURE AND TITLE OF CERTIFYING OFFICER -- Leave Blank
37	RECEIVED AT -- Leave Blank
38	RECEIVED BY -- Leave Blank
39	DATE RECEIVED -- Leave Blank
40	TOTAL CONTAINERS -- Leave Blank
41	S/R ACCOUNT NO. -- Leave Blank
42	S/R VOUCHER NO. -- Leave Blank

The WAWF Inspector/Acceptor shall attach the signed complete copy (all pages) of the DD Form 1155 when Inspecting/Accepting the invoice in WAWF. The original signed document shall be filed in the contract file.

Note: The final invoice for Task Orders issued using a contract writing Standard Procurement System would require the contractor to enter “Y” in the Final Invoice Data Field to trigger contract close-out within the various computer systems. However, for Task Orders issued using the CFMS writing system, it is known to cause payment issues if the contractor enters “Y”. For invoices issued against CFMS generated orders only, the Final Invoice Field will always be “N”.

WHERE TO LOCATED THE INVOICE NUMBER ON A WAWF INVOICE

Acceptor - Invoice 2-in-1

Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document
Some document values differ from those in EDA. Click on the View Validation Warnings link to view.					
View Validation Warnings					
Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	
DoD Contract (FAR)	N0018922G1234	N0021023F0001		2022/10/06	
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
22EXU0001	2022/10/25	N	2022/10/25		
Summary of Detail Level Information					Total
1 CLIN/SLIN(s)					\$1,657,749.00
0 Miscellaneous Amount(s)					\$ 0.00
Document Total:					\$1,657,749.00
Shipment Number	Shipment Date		Final Shipment		
9795498184M	2022/10/25		N		

COMMON DISCREPANCIES:

Block 27a. – Not selecting inspected and accepted blocks. Not indicating any discrepancies in the “except as noted”

Block 27c through 27g., 28 and 29 – Not entering the required fields

Block 28 and Block 31 – Selecting the wrong payment information.

Block 29 through 42 – Entries in these blocks.