

Tuition Ordering and Payment Process Handbook – Appendix A-7

SUBJECT: DD1155 Step by Step Instructions for Inspecting, Accepting and Certifying Invoices for Payment(s)

PURPOSE: To inform NROTC Unit Ordering Officers, Inspecting/Accepting and Certifying Officers of the proper format for documenting Inspection/Acceptance and Certifying the Accuracy and Properness for Payment required data on the DD Form 1155.

OVERVIEW: Orders placed on DD Form 1155, Order for Supplies or Services are required to be inspected and accepted before certifying it for proper payment. Although this is accomplished in WAWF, to ensure proof of separation of duties **per NMCARS 5203.101-1**, this shall first be completed using 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 Glenn Robinson</i> BY: KEVIN ROBINSON 20170215 ORDERING OFFICER		25. TOTAL \$1,657,749.00
				26. DIFFERENCES \$1,667,405.00 (\$9,656.00)
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: N/A		<i>Contractor has not billed for Mod P00001 for the amount of \$9,656.00</i>
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>John A. Anderson</i>		c. DATE (YYYYMMDD) 20170601	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE Anderson, John A., Executive Officer	
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802		28. SHIP. NO. 17PSU0001	29. D.O. VOUCHER NO. 975498184M	30. INITIALS
f. TELEPHONE NUMBER 814-863-1776	g. E-MAIL ADDRESS janderson@pennu.edu	<input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.		31. PAYMENT <input type="checkbox"/> COMPLETE <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER
a. DATE (YYYYMMDD) 20170602	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER <i>Donna Populorum</i> Commanding Officer			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.

Fields requiring entry are shaded grey.

BLOCK NO.	DD FORM 1155 – DELIVERY/TASK ORDER BLOCK TITLES AND DATA ENTRY INFORMATION
26	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.
27a	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.
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.
27c	DATE -- This is the date the authorized command representative inspected/accepted and received the services on behalf of the government.
27d	PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE -- Enter the name in Last Name, First Name, MI format and official title. Example: Anderson, John A., Executive Officer
27e	MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE -- Enter the name and mailing address of your NROTC Unit. Example: NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802
27f	TELEPHONE NUMBER -- Enter the authorized government representative's official telephone number. Example: 814-863-1776
27g	E-MAIL ADDRESS: Enter the authorized government representative's official e-mail address. May use either the official .edu or .mil e-mail address. Example: janderson@pennu.edu
28	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. -- WAWF Invoice Number (see below).
30	INITIALS -- Leave Blank
31	PAYMENT -- Select "PARTIAL" block if this is not the last invoice or "FINAL" if this is the last invoice. (Obtain information from the university)
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 -- (NROTC CO Option) This is the date the Command Officer certified the services be processed for payment.
36b	SIGNATURE AND TITLE OF CERTIFYING OFFICER -- (NROTC CO Option) Commanding Officer's signature and title.
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
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The WAWF Inspector/Acceptor shall attach a copy of the signed complete copy 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 FASTDATA writing system, it is known to cause payment issues if the contractor enters "Y". For invoices issued against FASTDATA generated orders only, the Final Invoice Field will always be "N".

WHERE TO LOCATED THE INVOICE NUMBER AND SHIPMENT NUMBER ON A WAWF INVOICE

Acceptor - Invoice 2-in-1

Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document
<p style="color: red; font-size: small;">Some document values differ from those in EDA. Click on the View Validation Warnings link to view.</p> <p style="color: blue; font-size: small;">View Validation Warnings</p>					
Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	
DoD Contract (FAR)	N0014006G0045	N6331017F0002		2016/12/17	
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
9795498184M	2017/06/01	N	2017/06/01		
Summary of Detail Level					Total
Information 3 CLIN/SLIN(s)					\$ 1,667,405.00
0 Miscellaneous Amount(s)					\$ 0.00
Document Total:					\$ 1,667,405.00
Shipment Number	Shipment Date	Final Shipment			
17PSU0001	2017/06/01	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 36b. – Not entering the certifying officer’s title