

**Defense Finance & Accounting Service  
Accounts Payable Operations**

**For Army Customers Supported by Indianapolis  
Center Operations Accounts Payable Offices**

**STANDARD OPERATING PROCEDURE  
(SOP)**

**MISCELLANEOUS  
PAYMENT PROCESSING**

**Version: Misc-01- Revision 5b**

**Prepared by: DFAS-IN / Accounts Payable Operations Division**

**Effective Date: 1 January 2009**

**INTRODUCTION:**

The purpose of this revision is to update the standard format for Miscellaneous Payments used in support of Army and Defense Agency customers, supported by the DFAS Accounts Payable Offices identified in the “Applicability” paragraph of this SOP. For Army customers the SOP aligns with DFAS-IN Manual 37-100-08, Appendix A, for the Standard Document Number (SDN) portion of the line of accounting.

Also, this SOP provides a standard method for customer’s use in preparing supporting documents and establish standards for DFAS Indianapolis Center Operations and its Accounts Payable Offices’ use in coding of miscellaneous payments. Standardization allows DFAS customers the ability to identify miscellaneous payments by type/category for inquiry purposes and DFAS Accounts Payable, Accounting and Disbursing Offices to gather data in the reporting of information to customers (primarily Resource Management and Budget Offices).

Obtaining goods and/or services from non-Government, including quasi-Government Agencies (TVA, UNICOR, etc) normally requires a formal contract or authority to purchase using a Government Purchase Card method of procurement. Approving and External Certification Officials are advised to seek legal advice from their Agency or Unit Legal Counsel prior to entering into a purchase arrangement. The simple act of completing a Standard Form, DOD or

**Army Form does not constitute authority to procure or make a legal obligation for payment. It is incumbent upon the party desiring to obtain goods or services to ensure the act of Procurement meets standards for obtaining either goods or services without having to enter into a formal contractual arrangement. Your local contracting officer can advise in matters of acquisition, and along with your Legal Counsel will offer protection against matters involving illegal or irregular procurement activity.**

**Deviations from this SOP are not authorized for use until written approval has been obtained from the Director, Indianapolis Operations Center, in conjunction with the ASA(FM) or appropriate Defense Agency. Coordination with appropriate Defense Agencies and the Army Financial Management (FM) areas is necessary to ensure maximum standardization of processes and minimize their costs for DFAS Miscellaneous Pay Support Services. Distribution will be made through multiple sources, including the Defense Agencies and Army FM channels. Requests for deviations must be submitted through your supporting commercial accounts payable site for evaluation, coordination and recommendation for approval/disapproval.**

**Guidance concerning Obligation Reference Numbers, including Document Reference (DRN) or Standard Document Numbers (SDN) is to be created using the DFAS IN 37-100-08. Publication of this SOP provides for standardization of the pseudo contract number, **which has no association to either a SDN or DRN.****

**Use of a Government Purchase Card (GPC) is recommended as the primary payment instrument for goods and services described within this SOP, whenever available. Commanders and Heads of Agencies should review their procedures to determine if they are capitalizing on bill payment cost savings through use of Government Purchase Card capabilities. Selected miscellaneous payments that may be eligible for payment via GPC are depicted in red ink, consult with your legal counsel, contracting office or GPC advisor for specific authority prior to use of the GPC (see Miscellaneous Payment Processing Matrix).**

**It is the responsibility of the DFAS payment office to ensure miscellaneous payments are received in a properly prepared packaged manner and examined to ensure all supporting information or documents are legal, proper, complete and correct, including external certification authority (577 is on file) and pre-validation requirements have been accomplished. **It is the responsibility of the customer to properly complete payment request documents, certify payments IAW DODFMR Volume 5 and record obligations in accordance with Financial Management Regulations for posting into their supporting accounting system, i.e. STANFINS, WAAS, SOMARDS, SIFS, and etc.** The SOP matrix identifies how DFAS commercial payment offices are to establish the pseudo contract number to ensure uniformity for the various types of miscellaneous payments processed through the commercial payment entitlement systems.**

DFAS payment offices will ensure recurring miscellaneous entitlement/reimbursement payments are input utilizing the Purchase Order (PO) module of the entitlement systems. DFAS payment offices are encouraged to use the Purchase Order (PO) module for input of all miscellaneous payments. Certain payments cannot be input via the PO module, including GTS, CARE, etc. In use of the PO module, technicians must be diligent to protect against payment of PPA interest when a payment is not subject to PPA.

**EXTERNALLY CERTIFIED PAYMENT VOUCHERS DO NOT REQUIRE SUPPORTING DOCUMENTS**; however, sufficient data must be provided on the voucher to provide for entitling payments in the entitlement systems. These data elements are described in FAR 32.905 (b) & (c), 5 CFR 1315.9 (b) & (c), DODFMR Volume 10, and Miscellaneous Payment Processing Matrix. In addition, the external Certifying Official is responsible for maintaining supporting documents and liable for vouchers they certify, as being legally sufficient to permit payment and that an obligation in an amount sufficient to permit DFAS to make disbursement. Certification Officials must be prepared to provide these documents to GAO, DoDIG, AAA and other audit agencies.

**Applicability:** This part applies to all Defense Agency and Army contractor/vendor payment, debts, and collections supported by (Army and Defense Agency) payment offices processing vendor payments utilizing the appropriate entitlement system. These locations include: Columbus, Europe, Indianapolis, Japan, Rock Island, and Rome.

Due to BRAC mandated requirements, the following vendor pay offices have closed and moved into the following locations:

Lexington – moved to Indianapolis  
Orlando – moved to Indianapolis  
Lawton – moved to Rome  
Norfolk – moved to Rome  
San Antonio – moved to Rome  
St Louis – moved to Columbus  
Rock Island – moved to Columbus

Note: **IMCOM funded** miscellaneous payments are now paid by the Indianapolis Accounts Payable Office Army Entitlement Branch (formerly known as the Army/DNO Vendor Pay Office).

**MEDCOM and Mission funded** miscellaneous payments are now paid by the Rome Vendor Pay Office and Transportation bills, including airline ticket Bills, Household good storage, local shipment and other various type of bills . (includes FORSCOM, TRADOC, etc).

**References:** Numerous Public Laws/Statutes, Executive Orders, Codified Federal Regulations, Department of Defense Regulations and publications and Army Regulations. These references include, but are not all inclusive; 5 CFR 1315, FAR 13.306, DFARS 213.306, DOD Financial Management Regulations and DFAS-IN 37-100-08. Specific entitlement references are published in Section A, of this SOP under section titled “Definitions”.

## **A. DEFINITIONS:**

(The miscellaneous pay item numbering format correlates to the DFAS-IN Manual 37-100-08 numbering sequence. Numbers related to contractual payments and Government accounts payables were omitted from this SOP)

**Fiscal Year** – Determination and use of the FY for card columns 7 and 8 will be derived from the line of accounting as shown on the payment request form, i.e. SF 182, SF 1034, SF1164, and etc.

**Miscellaneous Payment** – Payments that are made under special authoritative arrangements that evolve without the use of a Formal contracting arrangement in most situations. These include Special Acts through Legislation, Executive Orders or DOD/Military Service Departments Directives and Instructions based in Acts and Executive Orders. Also covered are other payments that are made under Formal contracting arrangements, but require special handling for processing through payment systems (see Ancillary charges associated with Fuel Purchases or Purchase Card transactions as examples of Formal contracting arrangements that provide for payment by way of miscellaneous payment processes). Formal contracting arrangements may include any of the following instruments: Contract, GSA BOA/BPA for Purchase Cards, TRANSCOM Regional Contracts involving airline tickets or local transportation needs, Grants, Formal Multi-Service Agreements, Formal Lease and Rental Agreements, Formal TRI-CARE Medical Service Agreements, Formal International Agreements and other Formal legal binding arrangements.

**Payment Method** – In accordance with U.S. Code, 31 U.S.C. 3332(f) and the Debt Collection Improvement Act of 1996, **miscellaneous payments are required to be paid via EFT**, except when the payee is a foreign Government, business or individual (payment by EFT is not currently required) or in cases where a U.S. Government entity, business or individual will only receive one payment from the Department of Defense during a 12 month span (based on date of payment). The Army or Defense Agency that is submitting the Miscellaneous Payment Request form **must** ensure the Payee’s banking information, including CAGE, DUNS or TIN is provided to the DFAS vendor pay office in order to permit payment by EFT. The two methods available for providing Payee’s banking information, 1) the Payee registers their banking

information in the CCR/CEFT Database or 2) provide their banking information **each time** of submission, to ensure current banking information is on file, of their payment request document, i.e. (SF 1034, SF 1164, SF 182, etc). The U.S. Treasury's SF 3881, titled "ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM" is the U.S. Government standard form for providing Payee's banking information. A Standard Form 1996 may also be used to provide the necessary banking information.

**Payment Terms** – In accordance with the Prompt Payment Act (5 CFR 1315), miscellaneous payments, like contract payments, are required to be managed under Cash Management provisions of the Act. Individual payment term periods are stated in this SOP.

**SIGNATURE CARDS** – The following information pertains to appointment and completion of DD Form 577 for External Certification Officials:

**Public Law (Certifying Officer Legislation "COL"), Commanders and Appointing Authorities** are authorized to appoint individuals as **Certification Officials**. Appointments will be executed via DD Form 577, **Jan 2004** version, as directed in **DODFMR Volume 5, Chapter 33**. **NOTE: Previous versions of DD Form 577 will no longer be accepted.**

**Blocks 1, 2, 3, 4, and 5** are self-explanatory and must be completed. The commander/appointing authority **MUST sign Block 5** of the DD Form 577.

**Blocks 6, 7, 8, 9, 10, 11, 12, 13 and 14** must be completed by the appointing official. **In accordance with DODFMR Volume 5, Chapter 33, Paragraph 330501, a complete Social Security Number must be entered in Block 7. Block 9** must identify the Component/Organization of the appointee. **Block 10** must contain a complete address. **Block 14** must specifically identify the types of payments to be certified.

Acknowledgment of Appointment will be accomplished by completing **Block 16** – printed name of appointee (**MUST BE LEGIBLE**) and signing in **Block 17** – **Signature of appointee and must be an original signature (facsimile signatures are not authorized (DFAS 7000.8-1, Chapter 4)).**

Termination of Appointment will be accomplished by the Commander/Appointing Authority completing **Blocks 18, 20, 21 and 22**. The Commander/Appointing Authority **MUST sign Block 22 (facsimile signatures are not authorized (DFAS 7000.8-1, Chapter 4)).**

**DD Forms 577 will be routed through your servicing DFAS Accounts Payable Office. The DFAS Accounts Payable Office will ensure that the DD Form 577 is correct and complete. If the DD Form 577 does not adhere to the instructions**

stated above, it will be returned for corrections. Otherwise, the Accounts Payable Office will make a copy of the 577 for local use pending its posting to EDA, once the 577 has been posted to EDA the local copy must be destroyed via shredding. The DFAS Accounts Payable Office will forward the original 577 to DFAS-IN, Disbursing Operations, Systems Division (Col 142c), 8899 E. 56<sup>th</sup> Street, Indianapolis, IN 46249. DFAS customers will address questions to their DFAS Accounts Payable Office. NOTE: Accounts Payable Offices; send only the original DD Form 577 – DO NOT SEND OTHER DOCUMENTS, such as Appointment or Termination Letters. DFAS Accounts Payable Offices may call 317-510-2747 (DSN 699) for matters requiring assistance.

The following COMMON ERRORS – will cause 577 to be rejected:

Block 5 – Not signed by Commander/Appointing Authority

Block 7 – Incomplete

Block 9 – Incomplete

Block 10 – Incomplete

Block 12 – Incomplete

Block 14 – Incomplete – certification authorities not listed

Block 17 – Not signed by Appointee in original signature

Other - 577 MUST BE LEGIBLE!!!!

Tax Identification Number – In accordance with 31 U.S.C. 3325, all payments must contain a tax identification number. A Tax Identification Number (TIN) is synonymous with an Employer Identification Number (EIN) and/or a SSN. **When the payment is to an individual the SSN will be used.** When paying businesses, depending on the type of business, use a SSN or EIN, as appropriate. For foreign individuals, businesses or Governments, use the word “FOREIGN” in the TIN field. Capture of the TIN provides for ability to report taxable and non-taxable payments, as required by Federal law and **IRS provisions**. Reporting of taxes via 1099 MISC or W-2 are discussed in DODFMR Volume 10, Chapter 6.

Miscellaneous Payments – These are payments that cover both recurring and non-recurring conditions and may be made to U.S. and Foreign Government entities, vendors and individuals. It is the responsibility of the Government Certification/Approval Officials to ensure they are not violating procurement procedures (competitive bidding) for goods or services stated on their submitted vouchers under this SOP.

Supporting Document Requirements – **EXTERNALLY CERTIFIED PAYMENT VOUCHERS** DO NOT REQUIRE SUPPORTING DOCUMENTS; however, *sufficient data must be entered on the external certified voucher to provide for entitling payments in the appropriate systems.* These data elements are described in **FAR 32.905 (b) & (c), 5 CFR 1315.9 (b) & (c)**, DODFMR Volume 10, and Miscellaneous Payment Processing Matrix. In addition, the external Certifying Official is responsible for maintaining supporting documents and

liable for vouchers they certify, as being legally sufficient to permit payment and that an obligation in an amount sufficient to permit DFAS to make disbursement. The following identify these payments:

**NOTE:** The numbers preceding the below payments are not in numeric sequence. They correlate to the numbering sequence in this SOP's Miscellaneous Payments Processing Matrix for easy reference, which in turn correlate to DFAS IN 37-100-08.

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1. **Attorney's Fee (other than EEOC)** – Paid on an externally certified SF 1034 and supported by an invoice, settlement agreement, court order, and/or memorandum. Attorney's fees may be awarded pursuant to any of the following: (Paid on 30<sup>th</sup> day from the Mdse Acpt date)

- 1) A no-fault settlement agreement
- 2) An informal adjustment
- 3) A decision of the Service Director of Equal Employment Office (EEO)
- 4) The Equal Employment Opportunity Commission (EEOC)
- 5) The Merit Systems Protection Board (MSPB)
- 6) An arbitrator
- 7) A Federal Court
- 8) Or other appropriate authority

**Statutory Guidance: 5 U.S.C. 504 AND 28 U.S.C. 2412**

**Regulatory Guidance: DODFMR Volume 10**

2. **Apprehension Reward, and Reimbursements and Confinement Costs** – Certain rewards are authorized for apprehension, detention, and return of absent without leave (AWOL) military members to military control. The vendor pay office that services the military facility to which the absentee is returned to military control pays the rewards and reimbursements. Rewards paid to non-incorporated individuals are subject to taxation. The reward is paid on an externally certified SF 1034 supported by a DD form 250 and supporting documents. (Paid on 30<sup>th</sup> day from the Mdse Acpt date)

**A. Eligibility:**

1) Generally, persons or agencies that apprehend, detain, or deliver to military control absentees, deserters, or escaped military prisoners of all military branches are eligible to receive a reward. If two or more persons apprehend, detain, or return the member, pay the reward to only one person or agency. Payment is limited to either a reward or reimbursement of actual expenses (not to exceed \$75), not both. This part of the SOP applies to payment for Army military members only.

2) The following persons are not eligible for reward payments:

(a) Salaried employees of the U.S. Government, including members of the uniformed services.

(b) Any person or agency that merely furnishes information leading to an apprehension.

(c) Any person or agency that influences an absentee, deserter, or escaped military prisoner to surrender.

- B. When a reward has not been offered or when conditions for the payment of a reward cannot be met, a reimbursement of actual expenses incurred may be paid to persons or agencies who apprehend, detain, or deliver to military control any absentee, deserter, or escaped military prisoner. This reimbursement may **NOT exceed \$75.00**. If two or more persons perform this service, make payment to only one. Employees of the U.S. Government service members to whom absentee surrenders, attorneys who advise the absentee to surrender to military control, and other persons not entitled to receive a reward **may** be reimbursed for actual expenses incurred.
- C. Foreign civil authorities or nationals may either be paid a reward or reimbursed for expenses incurred not to exceed \$75.00. Payment is authorized if the Commander of the major command responsible for the member determines such action is warranted, and satisfactory local arrangements are made concerning problems incident to apprehension.

**Statutory Guidance: 10 U.S.C. 956**

**Regulatory Guidance: DODFMR Volume 10 and AR 190-9**

3. **Award for Suggestion** – Payments for suggestions, inventions, and achievements. Paid on an externally certified SF 1034 and supported by supporting documents. (May be paid immediately)

**Statutory Guidance: Various – Consult with your Legal Counsel**

**Regulatory Guidance: DODFMR Volume 8**

4. **Centrally Billed Accounts Bank of America GTS** – See page 23

**Statutory Guidance: OMB Circular A-123**

**Regulatory Guidance: DODFMR Volume 10**

5. **Child Care** – Payments to individuals for providing **non-contractual reimbursement** for childcare services, these include expenses associated with various military programs. Paid on an externally certified SF 1034 and supporting documents and receipts. All other types of childcare services will be contracted. (Paid on 30<sup>th</sup> day from the Mdse Acctpt date)

**Statutory Guidance: Public Law 104-106 and 10 U.S.C., Section 113**  
**Regulatory Guidance: DODI 6060.2, DODFMR Volume 10 and AR 608-10**

6. **Claims (Legal)** – These include Tort Claims, Foreign Claims, etc. paid on an externally certified SF 1034 and supported by an invoice, settlement agreement, court order, and/or memorandum. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance: 28 U.S.C. 1346(b), 2671, 2680; 10 U.S.C. 2733, 2734, 2734(a) and 2734(b); 31 U.S.C. 3721(b); and 32 U.S.C. 715;**  
**Regulatory Guidance: DODFMR Volume 10, Chapter 3 and AR 27-20**

7. **Class “A” Agent** – See paragraph C.8., below. Payments to vendors for purchases as a result of an emergency situation or contingency operation. Goods purchased include, but are not limited to blood and water, as well as “Solatium Payments” paid on a SF 44. A SF 44 is a substantiating document for the SF 1034. Generally, these items should be paid by utilizing the Government Wide purchase card or purchased by a Class “A” Agent; however when neither is available or practical, payment will be made on an externally certified SF 1034 and supported by a DD 250 and an invoice. (May be paid immediately)

**Statutory Guidance: References are defined at paragraph C.8)**  
**Regulatory Guidance: DODFMR Volume 5 and Volume 10 (See paragraph C.8 of this SOP for additional references)**

8. **Clothing** – These include payments for clothing allowances approved for Civilians to complete mission or job related functions; Civilian uniform allowances, security police, firefighters, etc. Reimbursements of expenses are paid on a certified SF 1164, supported by approval memorandum and/or receipts. Payments to Military for lost or damaged clothing, and for purchase of Military Dress Blue Uniforms are paid on an externally certified SF 1034 and supported by a DA 3078 and receipts, memorandum, and/or invoice. (May be paid immediately)

**Statutory Guidance: 10 U.S.C. 1593; and 5 U.S.C. 7903**  
**Regulatory Guidance: DODFMR Volumes 5, 7A (IC 07-04) and 10, DODI 1338.18, AR 700-84 (Dress Blues) and AR 670-10 (Firefighter Uniforms)**

**11a. Contingency Funds for Foreign Dignitaries – Payment to Foreign Dignitaries for services and expenses of the dignitaries. Paid on a SF 1034. (Pay immediately)**

**Statutory Guidance: 10 U.S.C., Section 127**

**Regulatory Guidance: DOD Directive 7250.13, DODFMR Volume 10 and AR 37-47**

**11b. Contingency Funds for Criminal Investigative Services – Payments to the Criminal Investigative Organizations for use as part of criminal and/or undercover operations and background checks. Paid on an externally certified SF 1034. (Pay immediately)**

**Statutory Guidance: Title 10 U.S.C. and Executive Order 12829 (January 7, 1993)**

**Regulatory Guidance: DOD Directive 5105.42, DODFMR Volume 10, AR 20-1 and AR 37-47**

**14. Demurrage – Compensation payable for freight to a carrier whose vehicle or vessel is delayed by failure to load/unload the freight within the time allowed. Payment for demurrage on gas cylinders or drums retained beyond the contract free period may be paid under DODFMR Volume 10 and 19 Comp Gen 53 (1939).**

Paid on an externally certified SF 1034 and supported by an invoice and a DD 250. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance: 48 CFR (FAR/DFARS)**

**Regulatory Guidance: FAR/DFARS and DODFMR Volume 10**

**17. EEOC Settlements – Payments for settlement of complaints discrimination because of gender, age, race, etc. Paid on an externally certified SF 1034 and supported by a Settlement Agreement and/or memorandum. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)**

**Statutory Guidance: 5 CFR 1201 and 29 CFR 1614**

**Regulatory Guidance: DODFMR Volume 10**

20. **Funeral and/or Internment Fees** – Payment for the services and expenses for the care and disposition of deceased personnel. Payments for the services, supplies, transportation, and expenses incurred by the next of kin. Paid on an externally certified SF 1034 and supported by a DD 1375, an invoice, and/or memorandum. (Pay immediately)

**Statutory Guidance:** 10 U.S.C.

**Regulatory Guidance:** DODFMR Volume 10, Chapter 11, AR 600-25, AR 600-8-1 and FM 22-5

23. **Purchase Card US Bank** - See pg. 23

**Statutory Guidance:** 48 CFR (FAR/DFARS)

**Regulatory Guidance:** DODFMR Volume 10, Chapter 23

25. **Grants** – Payments of grants for research and education. Paid on an externally certified SF 270 and supported by a memorandum. (May be paid immediately)

**Statutory Guidance:** Title 10 U.S.C. and Section 301 of Title 5 U.S.C.

**Regulatory Guidance:** DOD 3210.6-R (DGARS – 32 CFR, Part 21) and DODFMR Volume 10, Chap 19

27. **Honorarium** or **Gifts**– These are payments made to guest speakers at an official function. Paid on an externally certified SF 1034 and supported by a memorandum. When payment is advance payment, does not require a DD 250, however final payment will be supported by a DD 250. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance:** 22 U.S.C. 2694, 5 U.S.C. App 501 (reference (b) and 5 CFR 2635 and 2636. Certain exemptions are identified in Public Law 10, Section 542. Military units and Agencies should consult with the Office of General Legal Counsel, Ethics Attorney prior to submission of any Honorarium/Gift payment request.

**Regulatory Guidance:** Consult with your Command/Agency Director for Personnel or G-1. AR 1-100, AR 1-101 and AR 672-5-1

**28. Hospital Accreditation** – Payment for initial or reaccreditation surveys. Paid on an externally certified SF 1034 and supported by a DD 250, memorandum and/or invoice. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance:** 10 U.S.C. 2164, The Joint Commission

**Regulatory Guidance:** DOD Directives 1342.6, 1342.13, 1342.21 and 5105.4 and DOD Instruction 1342.26 and DODFMR Volume 10

**30. Intergovernmental Personnel Act Payments** - The Intergovernmental Personnel Act Mobility Program provides for the temporary assignment of personnel between the Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. Paid on an externally certified SF 1034 and supported by a memorandum of agreement. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance:** 31 U.S.C. 6506(b) and Executive Order 12372 (July 14, 1982)

**Regulatory Guidance:** DODFMR Volume 10

**33. Investigation Expenses** – Reimbursement of miscellaneous expenses for investigative costs, police and court record checks, transcripts, photographs, or miscellaneous investigative fees. Also, includes payments to agencies (State and Local) for checks of an individual's background. Paid on an externally certified SF 1034/SF 1164 and supported by a DD 250, receipts and/or invoice. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance:** Title 10 U.S.C. and Executive Order 12829 (January 7, 1993)

**Regulatory Guidance:** Multiple DOD Directives including 5105.42 (see enclosure 1 of the Directive), DODFMR Volume 10 and AR 20-1 and AR 37-47

**34. Lease and Rental Agreements** – Payment to individuals and vendors for the lease and rental of property by or for the Government. Paid on an externally certified SF 1034 and supported by an invoice and lease or rental agreement. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance: Title 10, Sections 2401a, 2684a, 2811, and 2874, Public Law 107-314 and 48 CFR (FAR/DFARS)**

**Regulatory Guidance: FAR/DFARS (Cooperative Agreements/Contracts) and DODFMR Volume 10, Chapter 5**

- 38. Medical Services – Payment of medical services provided by non-federal sources covering non-emergencies, emergencies and examinations to determine an employee’s fitness for duty as authorized by the Commanding Officer or Approving Authority. Paid on an externally certified SF 1034 and supported by a DD 250, an invoice and/or memorandum (Paid on 30<sup>th</sup> day from the Mdse Acpt date)**

**Statutory Guidance: 10 U.S.C. 1071, 1085; DoD 6010.8-R;**

**Regulatory Guidance: DODI 6000.12, 6010.19, DODFMR Volumes 10 (Ch. 12) and AR 40-3**

- 42. a. MTSS –Student Lodging & Meals (AMC format) – See pg. 19 – Payment for lodging and meals. Paid on an externally certified SF1034 and supported by an invoice from the MWR or dining facility. (Paid on 30<sup>th</sup> day from the Mdse Acpt date)**

**Statutory Guidance:**

**Regulatory Guidance: DOD and Army Directive issued to ensure accounts for lodging and meal charges are settled with MWR facilities. This is an internal control action to prevent NAFI accounts receivable write-offs.**

- 42. b. MTSS –Student Lodging & Meals (Non-AMC format) – See pg. 19 – Payment for lodging and meals. Paid on an externally certified SF1034 and supported by an invoice from the MWR or dining facility. (Paid on 30<sup>th</sup> day from the Mdse Acpt date)**

**Statutory Guidance:**

**Regulatory Guidance: DOD and Army Directive issued to ensure accounts for lodging and meal charges are settled with MWR facilities. This is an internal control action to prevent NAFI accounts receivable write-offs.**

45. **MWR and General Entertainment** – Payments to individual's for performing at morale and welfare functions. Paid on an externally certified SF 1034 and supported by a DD 250 and an invoice. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance:** 10 U.S.C. 2491 – 2491(b); DoDI 1015.10

**Regulatory Guidance:** ASD (FM&P) Memorandum, Subject: DOD Morale, Welfare and Recreation Support and Accountability (DOD MWR USA) Practice, dated July 23, 1997, DODFMR Volumes 10 and 13 and AR's 210-1 and AR 215-1

46. **NAF (Payment made under the Uniform Funding and Management Practice)** – Use only when quarterly payment is made to the Community Family Support Center. Paid on an externally certified SF 1034 and supported by a DD 250 and an invoice. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance:** 10 U.S.C. 2491

**Regulatory Guidance:** ASD (FM&P) Memorandum, Subject: DOD Morale, Welfare and Recreation Support and Accountability (DOD MWR USA) Practice, dated July 23, 1997, DODFMR Volumes 10 and 13 and AR's 210-1 and AR 215-1

47. **Non-Temporary Storage (NTS)** – These are payment for storage of military and civilian Household Goods performed in conjunction with PCS, military retirement, etc. Invoicing is generally received on a quarterly basis. Paid on an externally certified SF 1034 (certifier is the Transportation Officer) and supported by an invoice and travel/retirement orders. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance:** 48 CFR (FAR/DFARS)

**Regulatory Guidance:** FAR/DFARS and DODFMR Volume 10, Chapter 15

49. **Patents, Copyrights, and Designs** – Fees paid for application for patents, licenses under copyrights, including designs, processes, and manufacturing data. Paid on an externally certified SF 1034 and supported by a DD 250, and memorandum or invoice. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance: Title 10 U.S.C., Section 2386; Title 17, Section 504; Title 22, Section 2356; Title 28, Section 1498 (a & b) and Title 35, Sections 183 and 207**

**Regulatory Guidance: DODFMR Volume 10**

50. **Petroleum, Oil, and Lubricants (POL)** – Payment for these items must be made only when Government vehicles are involved, including land, air, and water types and the purchasing party provides explanation statement for not using a credit card designated for purchasing such products. The Federal Excise Tax on fuel purchases for use on highway systems is to be paid; however, all non-highway purchases, including water and air, are tax-exempt. Paid on a certified SF 1034 and supported by receipts or invoice and statement of explanation. (Paid on 30<sup>th</sup> day from the Mdse Accpt date)

**Statutory Guidance: Title 41 U.S.C., Section 351 and 48 CFR**

**Regulatory Guidance: FAR 242.302(13)(B) and DODFMR Volume 10**

In support of DLA (DESC) and under their provisions in contract number SP0600-04-C-0427, MOD number P00007, ancillary charges necessary to support air-craft missions will be paid using this miscellaneous payment type. DESC has contracted with the company Multi-Service to perform oversight and billing for ancillary charges. Multi-Service will issue an invoice to the Military Unit or Defense Agency having responsibility for the air-craft mission and the associated funding. The Military Unit or Defense Agency will complete a certified SF 1034, attach Multi-Service's invoice and complete a DD Form 250 to provide dates for "receipt" and "acceptance" of the services before forwarding to the appropriate DFAS Indianapolis Operation Center Accounts Payable Office for payment.

The Accounts Payable Office will validate that the charges listed in the invoice are authorized to be paid (see below list of items). The Accounts Payable Office will use the invoice "Billing Reference Number" as the invoice number. In the event of errors with the documentation the Accounts Payable Office will return the Ancillary payment request packet back to the Military Unit or Defense Agency – DO NOT send the packet to DESC or Multi-Service.

51. **Postage** - Payment of postage costs as authorized by DoDFMR Volume 10. Payments covered include purchase of U.S. postage, foreign postage, and rental of post office boxes. Paid on a certified SF 1034 and supported by receipts or invoice. (May be paid immediately.) This type of payment does not include payment for small parcels since they are paid using PowerTrack.

**Statutory Guidance:** N/A

**Regulatory Guidance:** DOD 4525.6-M and DoDFMR Volume 10, Chapter 16 and AR 340-3

54. **Professional Liability Insurance** – Payment of liability insurance for authorized Government employees. Paid on a certified SF 1164 and supported by a memorandum and insurance provider’s receipt/invoice. (May be paid immediately)

**Statutory Guidance:** 5 U.S.C., various Sections and Section 636 of the Treasury, Postal Service and General Appropriations Act for Fiscal Year 1997

**Regulatory Guidance:** Office of the Assistant Secretary of Defense, Force Management – Civilian Personnel Policy, Memorandum, Subject: Professional Liability Insurance, dated 8 June 2000 and DoDFMR Volume 10, Chapter 11

55. **Purchase of Special Items** – Payment for purchases of special items include blood for persons entitled to medical treatment at Government expense, drinking water when public water is declared unsafe for human consumption, and certain other items as deemed necessary and authorized by Federal statutes or regulations. Paid on a certified SF 1034 and supported by receipts. (May be paid immediately)

**Statutory Guidance:** 24 U.S.C., Section 30 (blood); DoD Directive 6000.12

**Regulatory Guidance:** DoDFMR Volume 10 (Ch. 7 and 12) (water)

57. **Reciprocal Mutual Aid and Fire Protection Services** – For the performance of mutual aid programs and fire protection. These should be contractual; however, during emergency or an unusual circumstance they may be paid as a “one time” non-recurring payment process. Paid on an externally certified SF 1034 and supported by an invoice and DD 250. (May be paid immediately)

**Statutory Guidance: Title 5 U.S.C., Section 7101**

**Regulatory Guidance: DOD Instruction Number 6055.6, enclosure 1 and DODFMR Volume 10**

- 58. Reimbursements (Not MIPRS) – Reimbursement of funds to Federal employees for personal expenditure i.e., purchases made for mission accomplishment during TDY or in the office, reimbursement for reconnection fees of utilities, etc. Payment may be made for many items required by the U.S. Government for which contract documents are not prepared. Included in, but not limited to this category are environmental licenses, fees, passport fees, driver's license fees, permits, and street car charges, annual permits for toll roads and bridges, excess baggage costs for TA-50 equipment for soldier movements into the GWOT Theater of Operations and reconnection fees. Street car charges and annual permits for toll roads and bridges may be paid in advance. Paid on either a SF 1034 or a SF 1164 and supported by receipts and/or memorandum. (Pay immediately)**

**Statutory Guidance: Various**

**Regulatory Guidance: DODFMR Volume 10, Chapter 11**

- Applicant pre-appointment medical examinations, when Agency requested (5CFR339, Subpart C) and AR 40-501 and 140-120
- Fees and Permits, DODFMR Volume 10
- Escort of Remains, AR 600-8-1 and DA Pam 608-33
- Use of Government Vehicles, AR 58-1
- Telephone and Cable Reconnection Charges
- Excess baggage (only for TA50 gear in support of GWOT), Army G-1 Directive

- 63. Effective immediately the use of Miscellaneous Payment Procedures to pay for Religious Services is rescinded.**

**Removed (Cannot use Miscellaneous Payment Procedures to pay for Religious Services) -- Religious Services – Payments to individual for performing religious services at Government installations and functions.**

**To ensure compliance and in accordance with Army Regulation 165-1, Chapter 13, Paragraph 13.4, contract arrangements are required to obtain mission essential religious services.**

**65. Training and Education Expenses** – These include advance payment of non-contract tuition, civilian and military training and education services. Paid on a certified SF 182, SF 1164 or **DA Form 2171** and supported by receipts and/or memorandum. (May be paid immediately)

***Note to Accounts Payable Offices: Develop an invoice number for this payment that is not a duplicate***

***Note: DD Form 1556 has been replaced by SF 182***

**Statutory Guidance: 5 U.S.C. Sections 4101-4118, E.O. 9397 and 48 CFR**  
**Regulatory Guidance: FAR/DFARS, DODFMR Volume 10 and AR 621-5**

**66. Transportation for Local Move or Delivery IN/OUT of HHG** - Payment for local movement of Personal Property/Household Goods (HHG) and/or Delivery Out from Storage-In-Transit (SIT). These payments are for transportation services other than Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL). Paid on an externally certified SF 1034, supported by invoices and individual travel orders, when applicable. (Paid on 30<sup>th</sup> day from the Mdse Acpt date)

**Statutory Guidance: 48 CFR**

**Regulatory Guidance: FAR/DFARS and DODFMR Volume 10, Chapter 14**

**67. Transportation Incentive Program** – This program provides for the payment of civilian and military expenses for utilization of commuter services, trains, buses, subways, etc., in accordance with Executive Order 13150, dated April 21, 2000 (Federal Workforce Transportation) within the NCR. Reimbursement is allowed for streetcar tickets. Paid on a certified SF 1164 and supported by receipts and memorandum. (May be paid immediately)

**Statutory Guidance:** Title 26, Section 132(f)5 and Section 162  
**Regulatory Guidance:** See above cited Executive Order and Deputy Secretary of Defense Memo, dated October 13, 2000, Subject: DOD Transportation Incentive Program (outside NCR) and DODFMR Volume 10, Chapter 11

68. **TOPS Vouchers** – Payment of TOPS Vouchers include transportation service charges identified in Definitions paragraphs A.44, A.63 and A.64, except they are prepared by the TOPS Voucher system. Paid on an externally certified SF 1034 and supported by the TOPS Voucher. (Paid on 30<sup>th</sup> day from the Mdse Acpt date)

**Statutory Guidance:** 48 CFR  
**Regulatory Guidance:** FAR/DFARS and DODFMR Volume 10, Chapter 14

71. **Utility Payments** – Payment of Cable, gas, water, sewage, telephone, cell phones, and electric billing statements. Paid on an externally certified SF 1034 and supported by an invoice. (Paid on 30<sup>th</sup> day from the Mdse Acpt date or before late charges are applied)

**Statutory Guidance:** 10 U.S.C. 2465 and 44 CFR 151  
**Regulatory Guidance:** DODFMR Volume 10

72. **Vendor Pay Treasury Offset Program** – Debt Offset. Refer to the FedDebt-01 SOP effective July 2004. Confer with field site manager for assistance.

**Statutory Guidance:** 31 U.S.C., Section 3716  
**Regulatory Guidance:**

73. **Veterinary Services** – Payment for veterinary services performed in support of contingency or emergency conditions. All other veterinary services will be obtained through formal contract methods. Paid on an externally certified SF 1034 and supported by a DD 250 and an invoice. (Paid on 30<sup>th</sup> day from the Mdse Acpt date)

**Statutory Guidance:** Titles 7, 9 and 10, various Sections and 48 CFR  
**Regulatory Guidance:** DOD Directive Number 3216.1, FAR/DFARS and AR 40-3

74. **Witness Fees** – Payment of “Witness Fees” when subpoenaed for court-martial proceedings. Paid on a SF 1034 and supported by a SF 1157 and Invitational Travel Orders. (May be paid immediately)

**Statutory Guidance:** Title 10 U.S.C., Section 127 and 32 CFR, Part 536

**Regulatory Guidance:** DOD Directive 7250.13 and AR 37-47

75. **Military Referral Bonus** – Bonus payments to military retirees for referring new soldiers to the Army. To be eligible, the recruit must pass all training. Paid on an externally certified SF 1034 and supported by all necessary supporting documents. (May be paid immediately)

**Note:** This payment is made **ONLY** by the **DFAS-Rome Accounts Payable Office**

**Statutory Guidance:** Title 10 U.S.C., NDAA

**Regulatory Guidance:** AR.601-210, AR.601-2

**NOTE:** **PowerTrack** – Item #52 was not included in this SOP. These payments are made **exclusively** by DFAS – Indianapolis Transportation Office.

## **B. DEFINITIONS OF OTHER PAYMENTS:**

**Centrally Billed Accounts (CBAs)** – Item Number 4. These payments are for reimbursement to Bank of America for the purchase of airline tickets using the Government Transportation System (GTS).

**Government Wide Commercial Purchase Cards** – Item Number 23. These payments reimburse U.S. Bank for purchases made under Simplified Acquisition guidelines. All payment locations are now EDI enabled. Refer to Note D: for instructions on the billing cycle and when acceptance and manual payments apply.

## **C. DOCUMENTATION REQUIRED FOR MISCELLANEOUS AND OTHER PAYMENTS:**

1. **DD 250 (AUG 2000) Material Inspection and Receiving Report** - This form is used as a receiving and acceptance report for purchases of equipment, materials, supplies and services received by the U.S. Government. When properly prepared and signed this form provides supporting documentation for payment of these goods and services. The DD 250 must be provided when the payment voucher is not externally certified and is identified as a requirement in paragraph A (Definition) of this SOP.
2. **DD 1375 (APR 2000) Request for Payment of Funeral and/or Interment Expenses** – This form is used to record amount of funeral and/or interment expenses incurred by next of kin. When properly prepared and submitted with invoices it supports payment of an externally certified SF 1034.
3. **SF 182 Authorization, Agreement and Certification of Training**. This form is used in the administration of the Federal Training Program to pay for training and education materials, supplies and services. It replaces the DD 1556. When properly prepared, signed (certification) and supported by substantiating documents, if appropriate, the SF 182 is considered a proper document authority for use in payment of training and education expense for civilians. A continued service agreement may have to be signed by the employee prior to the commencement of the training.
4. **SF 270 (Feb 1992) Request for Advance or Reimbursement** – A voucher that constitutes authority for U. S. Government agencies to pay grant money. When properly prepared, signed (certified) and supported by substantiating documents, the SF 270 is considered an externally certified voucher, ready and complete for payment.
5. **SF 1034 (Oct 1987) Public Voucher for Purchases and Services Other Than Personal** – A public voucher that constitutes authority for U. S. Government agencies to pay for purchases of equipment, materials, supplies and services other than personal. When properly prepared, signed (certified) and supported by substantiating documents, the SF 1034 is considered an external certified voucher, for use in making a payment.
6. **SF 1157 (APR 1980) Claims for Witness Attendance Fees, Travel and Miscellaneous Expenses** – A claim form that authorizes the payment of “Witness Fees” only. When properly prepared, the certified SF 1157 is considered supporting documentation to the SF 1034.
7. **SF 1164 (APR 2002) Claim for Reimbursement for Expenditures on Official Business** - A certified voucher used for reimbursement of expenses for equipment, materials, supplies and services incurred on official business.

When properly prepared, signed (certified) and supported by substantiating documents, the SF 1164 is considered an external certified voucher used for making a payment.

8. **SF 44 (Purchase Order-Invoice-Voucher)**, FAR 13.306, DFARS 213.306

A. A SF 44 is designed primarily for over-the-counter purchases (including solatium payments) when a credit card cannot be used while away from the contracting office or at isolated activities. The SF 44 serves as a substantiating document to a SF 1034. SF 44s are authorized only when the contracting officer considers no other small purchase method suitable and only when all of the following conditions are met: (These are considered a “zero dollar voucher” within the Vendor Pay Office to clear the Class “A” Agent’s account)

1) Each transaction has a “not to exceed” threshold of \$2,500.00. This micro-purchase limitation applies to all purchases, the exception is for purchases, not exceeding the simplified acquisition threshold, may be made for: **(A Class deviation of December 14, 2000, was approved to provide use of SF 44’s up-to an amount of \$25,000.00. The deviation number is 2000-E0001, as issued by OSD, AT&L, Dir, Defense Procurement)**

a) Aviation fuel and oil;

b) Overseas transactions by contracting officers in support of a contingency operation as defined in 10 U.S.C. 101(a)(13) or a humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(7); and

c) Transactions in support of intelligence and other specialized activities addressed by Part 2.7 of Executive Order 12333.

2) The supplies or services are immediately available.

3) Only one delivery and one payment (first and final) will be made.

B. There must be a separation of duties for the appointed individuals; i.e. the ordering officer cannot be the certifying officer. Additionally, there must be an appointment letter either on file in the Vendor Pay Office appointing the certifying official, including a current DD form 577 (Signature Card), or the 577 must be posted to the EDA Web Site.

C. General instructions for using SF 44 are printed on the form itself. SF 44 is authorized only when the contracting officer considers no other small purchase method suitable.

D. **Solatum Payments** - A solatum payment is a monetary compensation given to indigenous personnel to alleviate grief, suffering, and anxiety resulting from injuries and property or personal loss. Generally, solatum payments are made in order to meet cultural expectations. A solatum payment may not be used in lieu of an advance payment, if such is warranted and authorized by 10 USC 2736. An authorized pay agent, utilizing a SF 44, will pay solatum payments. **(DOD Directive number 5515.8 covers Single-Service Assignment of Responsibility for processing of Claims. Additional information is available via the Army JAG Manual, Chapter 9, covering Foreign and Deployment Claims)**

9. **SF 3881 (FEB 2003) ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM** – This form is used to record Payee’s banking information into the appropriate entitlement system. Must be provided when payees are not enrolled in CCR and completed the CEFT module information.

**D. GENERAL:**

1. All Miscellaneous Payments will be entered into the entitlement systems utilizing the “Build Contract Number” as defined in the Miscellaneous Payment Processing Matrix.
2. Miscellaneous Payments must be input into the entitlement systems Purchase Order (PO) Module for recurring payments, i.e., Leases, Training, Utilities, etc.
3. All documents received by the Accounts Payable Office will be properly date stamped at the time of receipt. **Failure to date-stamp invoices by the first Government Office designated to receive the invoice will result in having to use the Invoice’s date as the “start date for Prompt Payment Interest purposes”. Note: Designated Billing Offices must ensure they date-stamp all invoices at time of receipt, failure to do so WILL result in establishment of the invoice’s date as the date to begin the Prompt Pay Act Interest Due Date. The DBO’s date-stamp MUST contain the following information: the word “Received”, the “calendar date”, and the unit/agency/activity’s name, i.e. “IMCOM Ft Bragg, DoDDS, DPW – Ft Campbell, etc.)**

**4. Accounts Payable Technicians will obtain information from the following forms for use in completing the entitlement system data fields:**

- a. **SF 1034 information:** (unless specifically identified and entered on the form)
  - Mdse Recd – use block titled “Date of Delivery or Service”
  - Mdse Accpt – use date affixed by the “Authorized Certifying Official”
  
- b. **SF 1164 information:** (unless specifically identified and entered on the form)
  - Mdse Recd – use block titled “Expenditures” (6(a))
  - Mdse Accpt – use block titled “Approving Official Sign Here” (8)
  
- c. **SF 182 information:** (unless specifically identified and entered on the form)
  - Mdse Recd – use date from Section F block 1.e of Form
  - Mdse Accpt – use date from Section F block 1.e of Form
  
- d. **DA 2171 information:** (unless specifically identified and entered on the form)
  - Mdse Recd – use university’s invoice date
  - Mdse Accpt – use first Government Office’s date-stamp date identifying the date the invoice was received, if date-stamp date is not present then use the date of the invoice.

**E. FILE RETENTION:**

File copies of all miscellaneous payment documents are to be maintained in accordance with DoDFMR requirements.

Record management requirements must be followed, regardless of the type of storage utilized. Retain all records of OPEN-ACTIVE procurement files until closed. **Records cannot be disposed of until the statute of limitations (six years and three months from the date the final payment is made) has expired.**

**F. SOP ATTACHMENTS:**

- 1. **Miscellaneous Payment Processing Matrix** – The attachment provides the standard contract number for miscellaneous, centrally billed accounts and purchase card payments. It describes the data fields that are input or populated in the entitlement system and gives instruction to Accounts Payable Offices for “building” the pseudo contract number for each type of miscellaneous payment.

2. Addendum A – This is the site-specific addendum for ST. LOUIS. This addendum is to accommodate a specific payment made only by the St. Louis Accounts Payable Office. (This office transitioned to DFAS-Columbus)

**Note: St. Louis & Rock Island – Be aware of 42a (MTSS). Construction of your contract numbers differs from all other sites as outlined in the Miscellaneous Payment Processing Matrix.**

Approved: 1 January 2009

\_\_\_\_\_/s/\_\_\_\_\_  
Michele Gomez  
Director, Accounting Operations  
Indianapolis, IN

## MISCELLANEOUS PAYMENT PROCESSING MATRIX

This matrix indicates how to properly develop or construct the pseudo contract number by type of payment; lists the required documents the APDCB (Accounts Payable Document Control Branch) technician needs to support the payment requests; and describes the specific date fields from each source document that will be input into the entitlement system. (The numbers at the beginning of the “Build Contract Number” field are the position number(s) for that field).

When payments may be eligible to be paid via Government Purchase Card (GPC) the Payment Type block will be shown in red ink. Conditions bearing on use involve the micro-purchase maximum dollar threshold of \$3,000.00, as well as other issues such as the payee’s ability to accept the GPC as a form of payment.

NOTE: Note C contains the DPI Codes that are to be used in card columns 5 and 6.

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b>1. Attorney’s Fee (Other than EEOC)</b>	1 – 4	Constant, ATTN	See DoD Guidebook for Misc Pay (Pg. B-5)	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.		Inv Recd - date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	SF 1034	Rec Rpt Recd – date DD 250 or certified voucher received in paying office
	9	Constant, U	DD 250 (if SF1034 is not externally certified)	Mdse Recd - DD 250 date
	10 – 13	First 4 letters of payee’s last name (individual) or first 4 letters of the Law firms name (company)		Mdse Acct - SF 1034 date DD 250 date
	14 - 17	Last 4 of case or docket number	Invoice	

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>2. Apprehension Reward, and Reimbursements and Confinement Costs</u></b>	1 – 4	Constant, APPR	See DoD Guidebook for Misc Pay (Pg. B-1 thru B-3)  SF 1034  DD 250 (if SF1034 is not externally certified)  Invoice  Confinement Documents	Invoice date - date on SF 1034
	5 – 6	DPI Code. See note A at end of table.		Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd – date DD 250 or certified voucher received in paying office
	9	Constant, U		
	10 – 13	First 4 letters of payee’s last name (individual) or first 4 letters of the Confinement Facility name (Institute)		Mdse Recd – DD 250 date
	14 – 17	Last 4 of SSN or TIN		Mdse Acpt – SF 1034 date DD 250 date
<b><u>3. Award for Suggestion</u></b>	1 – 4	Constant, SUGG	SF 1034	Invoice date - date on SF 1034
	5 – 6	DPI Code. See note A at end of table.	Invoices	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	Supporting Documents	Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		
	10 – 13	First 4 letters of payee’s last name.		Mdse Recd – SF 1034 date
	14 – 17	Last 4 of SSN		Mdse Acpt – SF 1034 date
<b><u>4. Centrally Billed Accounts Bank of America GTS –</u></b>	1 – 6	Constant, CITCBA	SF 1034	Invoice date - monthly billing statement date
	7 – 8	FY (fiscal year)	Invoice (see Note C)	Inv Recd – date stamp of billing official for hardcopy invoice
	9	Alpha character (see Appendix A, note B - Month Alpha codes)		Mdse Recd - date stamp of billing official for hardcopy invoice
	10-13	Last 4 of Billing Statement Acct Number		Mdse Acpt - date stamp of billing official for hardcopy invoice
		Rec Rpt Recd – date billing statement was received at the paying office.		

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b>5. Childcare (non-contractual)</b>  <i>These services need to be obtained by contract or purchased using the GPC.</i>	1 – 4	Constant, CHLD	SF 1034	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.	Invoice	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		
	10 – 13	First 4 letters of payee’s last name or first 4 letters of childcare facility’s name		Mdse Recd – SF 1034 date Mdse Accpt – SF 1034 date
	14 – 17	Last 4 of SSN or tax ID.		
<b>6. Claims (Legal)</b>	1 – 4	Constant, LGLC	See DoD Guidebook for Misc Pay (Pg. B-13)	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.		Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY		Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U	SF 1034	
	10 – 13	First 4 letters of payee’s last name. or first 4 letters of Company’s Name	Receipts	Mdse Recd – SF 1034 date Mdse Accpt – SF 1034 date
	14 – 17	Last 4 of the SSN/ TIN		
<b>7. Class “A” Agents (used when disbursing vouchers are processed)</b>	1 – 4	CLAS	SF 1034	Invoice date - SF 1034 date
	5 – 6	DPI Code. See note A at end of table.	SF 44	Inv Recd – date stamp of Cert Official SF 1034 date
	7 – 8	FY (fiscal year)	Receipts/ Invoices	Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		
	10 – 13	First 4 letters of payee’s last name		Mdse Recd – SF 1034 date
	14 – 17	Last 4 of SSN.		Mdse Accpt – SF 1034 date

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b>8. Clothing</b> <b>Effective</b> <b>1 Oct 2004.</b>  <i>GPC may be used for purchases, but not for reimbursements</i>	1 – 4	Constant, CLTH	See DoD Guidebook for Misc Pay (Pg. B-8)  SF 1034 or SF 1164, as Appropriate  DA 3078  Invoice  Receipts	Invoice date - date of Invoice SF 1034 / SF 1164
	5 – 6	DPI Code. See note A at end of table.		Inv Recd – date stamp of Cert Official / SF 1034 / SF 1164 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd – date SF 1034 or SF 1164 received in paying office
	9	Constant, U		Mdse Recd – SF 1034/SF 1164 date
	10	Enter: B for Mil Dress Blues C for Civ Empl Uniform D for Damaged F for Firefighter G for Safety Glasses L for Lost M for maternity O (alpha) for other P Police S for Safety Shoes		Mdse Acpt – SF 1034/SF 1164 date
	11 – 13	First 3 letters of payee’s last name		
	14 – 17	Last 4 of SSN		
<b>11a. Contingency Funds for Foreign Dignitaries (Contingency Fund limit .0015)</b>	1 – 4	Constant, CONT	SF 1034	Invoice date - date of SF 1034
	5 – 6	DPI Code - see note A at end of table.		Inv Recd – date stamp of Cert Official SF 1034
	7 – 8	FY (fiscal year)		Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		Mdse Recd – SF 1034 date
	10 – 13	First 4 letters of payee’s last name		Mdse Acpt – SF 1034 date
	14 – 17	MMDD (Month/Day – date SF 1034 prepared).		

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>11b. Contingency Funds for Criminal Investigative Services (Contingency Fund limit .0015)</u></b>	1 – 4	Constant, CRIM	SF 1034	Invoice
	5 – 6	DPI Code – see note A at end of table.		date - date of SF 1034
	7 – 8	FY (fiscal year)		Inv Recd – date stamp of Cert Official SF 1034
	9	Constant, U		Rec Rpt Recd – date SF 1034 received in paying office
	10 – 13	First 4 letters of payee’s last name or First 4 of the company’s name		Mdse Recd – SF 1034 date
	14 – 17	Last 4 of the SSN or TIN		Mdse Acpt – SF 1034 date
<b><u>14. Demurrage</u></b>	1 – 4	Constant, DEMR	SF 1034	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.	DD 250 (if SF1034 is not externally certified)	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd – date DD 250 or certified voucher received in paying office
	9	Constant, U	Invoice	Mdse Recd - DD 250 date
	10 – 13	First 4 letters of payee’s last name.		Mdse Acpt – DD 250 date
	14 – 17	Last 4 of invoice number.		
<b><u>17. EEOC Settlement Agreement</u></b>	1 – 4	Constant, EEOC	See DoD Guidebook for Misc Pay (Pg. B-9)	Invoice date - date on Settlement Agreement / SF 1034
	5 – 6	DPI Code. See note A at end of table.		Inv Recd – SF 1034 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U	SF 1034	Mdse Recd – SF 1034 date
	10 – 13	First 4 letters of payee’s last name.	Settlement Agreement Memorandum	Mdse Acpt – SF 1034 date
	14 – 17	Last 4 of the settlement/case/docket number.		

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>20. Funeral, Internment and Mortuary Expenses</u></b>	1 – 4	Constant, FUNL	DD 1375	Invoice date - date of Invoice / SF 1034
	5 – 6	DPI Code. See note A at end of table.	SF 1034	Inv Recd - date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	Invoice/ Memo	Rec Rpt Recd - date SF 1034 received in paying office
	9	Constant, U		Rec Rpt Recd - date SF 1034 received in paying office
	10 – 13	First 4 letters of payee's last name (individual) or first 4 letters of the Funeral Home's name (company)		Mdse Recd - DD 1375 date
	14 – 17	Last 4 of SSN or TIN		Mdse Acpt - DD 1375 date
<b><u>21. Gift</u></b>	1 – 4	Constant, GIFT	SF 1034	Invoice date - date of Invoice
	5-6	DPI Code - see note A at end of table.	Invoice	Inv Recd - date stamp of Cert Official / SF 1034 date
	7-8	FY (fiscal year)	Memorandum	Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		Rec Rpt Recd – date SF 1034 received in paying office
	10-13	First 4 letters of payee's last name. or first 4 letters of Company's Name		Mdse Recd - SF 1034 date
	14-17	Last four of TIN		Mdse Acpt – SF 1034 date
<b><u>23-A. Government Charge Card CARE users</u></b>	1 – 2	Last 2 digits of site database (Oracle)		Invoice date - date of Invoice
	3 – 6	Constant, CARD		Inv Recd - invoice rec'd date stamp/ IMPAC billing statement
	7 – 8	FY (calendar year)		Rec Rpt Recd - date billing statement received in paying office
	9	Constant, X		Rec Rpt Recd - date billing statement received in paying office
	10-13	Contract number. This number is generated systemically in the AO Acct Maint when AO Billing Stmt Acct Nbr was entered into the table.		Mdse Recd - invoice rec'd date stamp/ IMPAC billing statement
	14-17	Invoice date (MMYY).		Mdse Acpt - invoice rec'd date stamp/ IMPAC billing statement

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>23-B. Government Charge Card</u></b>  <b><u>Non-CARE (IMPAC) users</u></b>	1 – 6	Constant, IMPAC1	Monthly Billing Statement	Invoice date - date of Invoice
	7 – 13	Last 7 digits of the billing account number		Inv Recd – invoice rec'd date stamp or IMPAC billing statement if no stamp
	14 – 17	Invoice date (MMYY) YY = fiscal year		Rec Rpt Recd - date billing statement received in paying office  Mdse Recd - IMPAC billing statement date  Mdse Acpt - IMPAC billing statement date
<b><u>25. Grants (Includes a, b, c, and d listed in Appendix A)</u></b>	1-4	Constant, GRNT	See DoD Guidebook for Misc Pay (Pg. B-11)  SF 270  Invoice  Memorandum	Invoice date - date of Invoice
	5-6	DPI Code. See note A at end of table.		Inv Recd - date stamp of Cert Official / SF 1034 date
	7-8	FY (fiscal year)		Rec Rpt Recd - date SF 270 received in paying office
	9	Constant, U		Mdse Recd - SF 270 date
	10	A = Advance R = Reimbursement		Mdse Acpt - SF 270 date
	11-13	First 3 letters of payee's last name.		
	14-17	Last 4 of SSN or Tax ID		
<b><u>27. Honorarium</u></b>	1 – 4	Constant, HONO	SF 1034	Invoice date - SF 1034 date
	5 – 6	DPI Code. See note A at end of table.	DD 250 (if SF1034 is not externally certified)  Memorandum	Inv Recd - SF 1034 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd - date DD 250 or certified voucher received in paying office
	9	Constant, U		Mdse Recd - DD 250 date (final payment)
	10 – 13	First 4 letters of payee's last name.		Mdse Acpt - DD 250 date (final payment)
	14 – 17	Last 4 of SSN		

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>28. Hospital Accreditation</u></b>	1 – 4	Constant, HOSP	See DoD Guidebook for Misc Pay (Pg. B-12)	Invoice date - date of Invoice / SF 1034
	5 – 6	DPI Code. See note A at end of table.		Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	SF 1034  Invoice	Rec Rpt Recd – date SF 1034 received In paying office
	9	Constant, U		Mdse Recd - SF 1034 date
	10 – 13	First 4 letters of payee’s last name. or first 4 letters of Company’s Name		Mdse Acpt – SF 1034 date
	14 – 17	Last 4 of invoice number		
<b><u>30. Intergovernmental Personnel Act (IPA)</u></b>	1 – 4	Constant, IPAA	SF 1034	Invoice date - date of SF 1034
	5 – 6	DPI Code. See note A at end of table.	Memorandum of Agreement	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY		Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		Mdse Recd - SF 1034 date
	10 – 13	First 4 letters of payee’s last name (individual) or the first 4 letters of payee name (company)  <b>NOTE:</b> If company name starts with NORTH(ern), SOUTH(ern), EAST(ern), WEST(ern), CENTRAL, COMMUNITY, INSTITUTION or UNIVERSITY, use the state OR name following.		Mdse Acpt – SF 1034 date
	14 – 17	Last 4 of the Tax ID		

<b><u>33. Investigation Expenses (Includes Background Investigation, but not under Contingency Fund limit .0015)</u></b>	1 – 4	Constant, INVE	SF 1034 or SF 1164, as Appropriate	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.		Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	DD 250 (if SF1034 is not externally certified)	Rec Rpt Recd – date DD 250 or certified voucher received in paying office
	9	Constant, U		
	10 – 13	First 4 letters of payee’s last name (individual) or the first 4 letters of payee name (company).	Invoice	Mdse Recd – DD 250 date
	14 – 17	Last 4 of the SSN or Tax ID	Receipts	Mdse Acpt – DD 250 date
<b><u>Payment Type</u></b>	<b><u>Position Number</u></b>	<b><u>Description</u></b>	<b><u>Required Documents</u></b>	<b><u>Dates to Utilize</u></b>
<b><u>34. Lease and Rental Agreements</u></b>	1 – 4	Constant, RENT	See DoD Guidebook for Misc Pay (Pg. B-13)	Invoice date - date of Invoice / SF 1034
	5 – 6	DPI Code. See note A at end of table.		Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)		
	9	Constant, U	SF 1034	Rec Rpt Recd – date SF 1034 received in paying office
	10 – 13	First 4 letters of payee’s last name.	Invoice	Mdse Recd - SF 1034 date
	14 – 17	Last 4 of invoice number.	Receipts  Lease or Rental Agreement	Mdse Acpt – SF 1034 date
<b><u>38. Medical Services (Provided by non-federal sources)</u></b>	1 – 4	Constant, MEDS	SF 1034	Invoice date - date on inv / SF 1034
	5 – 6	DPI Code. See note A at end of table.	DD 250 (if SF1034 is not externally certified)	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (calendar year)		Rec Rpt Recd – date DD 250 or certified voucher received in paying office
	9	Constant, U	Invoice	
	10 – 13	First 4 letters of payee’s last name (individual) or first 4 letters of payee (institute).	Receipts	Mdse Recd – DD 250 date
	14 – 17	Last 4 of individual’s SSN or the Medical Institute’s TIN		Mdse Acpt – DD 250 date
<b><u>42a. MTSS - Student Lodging &amp;</u></b>	1-4	MTSS	See DoD Guidebook for Misc Pay (Pg. B-16, B-	Invoice date - date on inv / SF 1034
	5-6	DPI Code		Inv Recd – date stamp of Cert

<b>Meals</b>  <i>(AMC Format – Used by St. Louis &amp; Rock Island)</i>	7-8 9 10-12 13-15 16-17	FY U MWR or IDF (Installation Dining Facility) LDG (Lodging) or MLS (Meals) Local Control Number (will be provided by the AMC customer on the SF 1034)	26)  SF 1034 Invoice DD 250	Official / SF 1034 date  Rec Rpt Recd – date DD 250 or certified voucher received in paying office  Mdse Recd – DD 250 date  Mdse Acpt – DD 250 date
<b><u>Payment Type</u></b>	<b><u>Position Number</u></b>	<b><u>Description</u></b>	<b><u>Required Documents</u></b>	<b><u>Dates to Utilize</u></b>
<b>42b. <u>MTSS - Student Lodging &amp; Meals</u></b>  <i>(Non-AMC Format – used by all sites except St. Louis &amp; Rock Island)</i>	1-4 5-6 7-8 9 10 10 11 11 11 11 11 11 11 11 11 12-13 14-17	MTSS DPI Code FY U L (Lodging) M (Meals) A (San Antonio) I (Indy Army VP) L (Lawton) O (Orlando) R (Rome) S (St. Louis) X (Lexington) Y (Rock Island)  Abbreviation for payee site <u>determined by each VP site</u> <i>Example:  LE = Ft. Lee  GO = Ft. Gordon</i>	SF 1034 Invoice DD250	Invoice date - date on inv / SF 1034  Inv Recd – date stamp of Cert Official / SF 1034 date  Rec Rpt Recd – date DD 250 or certified voucher received in paying office  Mdse Recd – DD 250 date  Mdse Acpt – DD 250 date
<b>45. <u>MWR and General</u></b>	1 – 4	Constant, MWRE	See DoD Guidebook for	Invoice date - date of Invoice / SF 1034

<b>Entertainment</b>	5 – 6	DPI Code. See note A at end of table.	Misc Pay (Pg. B-18, B-28)	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)		
	9	Constant, U	SF 1034	Rec Rpt Recd – date DD 250 or certified voucher received in paying office
	10 – 13	First 4 letters of payee name	DD 250 (if SF1034 is not externally certified)	Mdse Recd – DD 250 date
	14 – 17	Last four of payee’s TIN	Invoice	Mdse Accept – DD 250 date
<b><u>Payment Type</u></b>	<b><u>Position Number</u></b>	<b><u>Description</u></b>	<b><u>Required Documents</u></b>	<b><u>Dates to Utilize</u></b>
<b>46. NAF</b>	1 – 4	Constant, NAFI	SF 1034	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.	Invoice	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	Receipts	Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		
	10 – 13	First 4 letters of NAFI name.		Mdse Recd - SF 1034 date
	14 – 17	MM/DD (month/day) of SF 1034		Mdse Accept – SF 1034 date
<b>47. Non-Temporary Storage (NTS) of HHG</b>	1 – 4	Constant, NTS	SF 1034	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.	Travel Orders	Inv Recd – date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	Invoice	Rec Rpt Recd – date SF 1034 received in paying office
	9	Constant, U		
	10 – 13	First 4 letters of payee’s last name.		Mdse Recd - SF 1034 date
	14 – 17	Last four of SSN or invoice number		Mdse Accept – SF 1034 date
<b>49. Patents Copyrights and Designs</b>	1 – 4	Constant, PATN	SF 1034	Invoice date - date of Invoice / SF 1034
	5 – 6	DPI Code. See note A at end of table.	DD 250 (if SF1034 is not externally certified)	Inv Recd - date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)		
	9	Constant, U	Invoice	Rec Rpt Recd - date DD 250 or certified voucher received in paying office
	10 – 13	First 4 letters of payee’s last name.		Mdse Recd - DD 250 date

	14 – 17	Last 4 of SSN or invoice number		Mdse Acpt - DD 250 date
<b><u>50. Petroleum, Oil, and Lubricants (POL)</u></b>	1–4	Constant, JETF	SF 1034	Invoice date - date of Invoice / SF 1034
	5-6	DPI Code - see note A at end of table.	DD 250 (if SF1034 is not externally certified)	Inv Recd - date stamp of Cert Official / SF 1034 date
	7–8	FY (fiscal year)		Rec Rpt Recd - date DD 250 or certified voucher received in paying office
	9	Constant, U	Invoice	
	10–13	First 4 letters of payee		
	14–17	Last 4 digits of payee account number (found on the invoice).		Mdse Recd - DD 250 date Mdse Acpt - DD 250 date
<b><u>Payment Type</u></b>	<b><u>Position Number</u></b>	<b><u>Description</u></b>	<b><u>Required Documents</u></b>	<b><u>Dates to Utilize</u></b>
<b><u>51. Postage (Does not include small parcels as customers will use PowerTrack process to pay for these shipments)</u></b>	1–4	Constant, POST	See DoD Guidebook for Misc Pay (Pg. B-19)	Invoice date - date of Invoice / SF 1034
	5-6	DPI Code - see note A at end of table.		Invoice # = acct number & mmmmyy of bill
	7–8	FY (fiscal year)		
	9	Constant, U	SF 1034	Inv Recd - date stamp of Cert Official / SF 1034 date
	10	P = Postage	DD 250 (if SF1034 is not externally certified)	Rec Rpt Recd - date DD 250 or certified voucher received in paying office
	11 – 13	First 3 letters of the city.		
	14 – 17	Zip code, Last 4 digits of the 5-digit zip code.	Invoice/ Receipts	Mdse Recd - DD 250 date Mdse Acpt - DD 250 date
<b><u>54. Professional Liability Insurance</u></b>	1 – 4	Constant, PRLI	See DoD Guidebook for Misc Pay (Pg. B-29)	Invoice date - date on SF 1164
	5 – 6	DPI Code. See note A at end of table.		Inv Recd - date stamp of Cert Official / SF 1164 date
	7 – 8	FY (fiscal year)		
	9	Constant, U	SF 1164	Rec Rpt Recd - date SF 1164 received in paying office
	10 – 13	First 4 letters of payee’s last name.	Memorandum	Mdse Recd - SF 1164 date
	14 – 17	Last 4 of SSN	Receipts	Mdse Acpt - SF 1164 date

<b><u>55. Purchase of Special Items</u></b>	1 – 4	Constant, SPEC	See DoD Guidebook for Misc Pay (Pg. B-20 thru B-21)	Invoice date - date of Invoice	
	5 – 6	DPI Code. See note A at end of table.		Inv Recd - date stamp of Cert Official / SF 1034 date	
	7 – 8	FY (fiscal year)			
	9	Constant, U		SF 1034	Rec Rpt Recd - date DD 250 or certified voucher received in paying office
	10	Enter: B for Blood Purchase O (alpha)for Other W for Special Drinking Water		DD 250 (if SF1034 is not externally certified)	Mdse Recd - DD 250 date
	11 – 14	First 4 letters of vendor's name.		Invoice	Mdse Acpt - DD 250 date
	15 – 17	Last 3 of invoice number			
<b><u>57. Reciprocal Mutual Aid Agreements for Fire Protection</u></b>	1 – 4	Constant, FIRE	SF 1034	Invoice date - date of Invoice	
	5 – 6	DPI Code. See note A at end of table.	DD 250 (if SF1034 is not externally certified)	Inv Recd - date stamp of Cert Official / SF 1034 date	
	7 – 8	FY (fiscal year)		Rec Rpt Recd - date DD 250 or certified voucher received in paying office	
	9	Constant, U	Invoice		
	10 – 13	First 4 letters of payee's last name.		Mdse Recd - DD 250 date	
	14 – 17	Last 4 of invoice number		Mdse Acpt - DD 250 date	
<b><u>58. Reimbursements: Fees, Licenses, Permits (does not include MIPRs)</u></b>	1 – 4	Constant, REIM	See DoD Guidebook for Misc Pay (Pg. B-10)	Invoice date - date of Invoice / SF 1034	
	5 – 6	DPI Code. See note A at end of table.		Inv Recd - date stamp of Cert Official / SF 1034 or SF 1164 date	
	7 – 8	FY (fiscal year)			
	9	Constant, U		SF 1034 or SF 1164, as Appropriate	Rec Rpt Recd – date SF 1034 or SF 1164 received in paying office
	10 – 13	First 4 letters of individual's last name or First 4 letters of the vendor's name (company)		Invoice	Mdse Recd - SF 1034 or SF 1164 date
	14 – 17	Last four of SSN or TIN		Receipts	Mdse Acpt - SF 1034 or SF 1164 date

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<u>63. Religious Services</u>  <b>(Rescinded per AR165-1, Chapter 13, Paragraph 13-4)</b>  <i>These services need to be obtained by contract or purchased using the GPC.</i>				
<u>65. Training and Education Expenses (non-contract)</u>	1 – 4  5 – 6  7 – 8  9  10  11 – 13  14 – 17	Constant, TRNG  DPI Code. See note A at end of table.  FY (fiscal year)  Constant, U  Enter: A for Advance Pmt of Tuition C for Civilian Tng & Ed G for Group Tng T for Military Tng & Ed  First 3 letters of individual’s last name or First 3 letters of the school’s name.  NOTE: If school name starts with NORTH(ern), SOUTH(ern), EAST(ern), WEST(ern), CENTRAL, COMMUNITY, INSTITUTE or UNIVERSITY, use the state OR name following.  Last 4 of Document Reference Number (DRN).  Example: TNG2212345 <u>DJO4</u>	SF182, SF 1164 or DA 2171, as appropriate  Invoice  A memo listing each trainee and their TIN must be attached to the DD Form SF182 for group training	Invoice date - date of Invoice or SF182 / 1164 / 2171  Inv Recd - date stamp of Cert Official or SF182 / 1164 / 2171 date  Rec Rpt Recd - date SF182 / 1164 / 2171 received in paying office  Mdse Recd & Mdse Accpt (see SOP paragraph D.4)

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>66. Transportation for Local Move or Delivery Out of HHG only</u></b>	1 – 4	Constant, THHG	SF 1034	Invoice date - SF 1034
	5 – 6	DPI Code. See note A at end of table.	Invoice	Inv Recd - SF 1034 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd - date SF 1034 received in paying office
	9	Constant, U		Mdse Recd - SF 1034 date
	10 – 13	First 4 letters of claimant's last name.		Mdse Acpt - SF 1034 date
	14 – 17	Last 4 of SSN or invoice number		
<b><u>67. Transportation Incentive Program (car pooling, METRO, etc)</u></b>	1 – 4	Constant, TRAN	SF 1164	Invoice date - SF 1164
	5 – 6	DPI Code. See note A at end of table.	Receipts	Inv Recd – SF 1164 date
	7 – 8	FY (fiscal year)		Rec Rpt Recd – date SF 1164 received in paying office
	9	Constant, U		Mdse Recd - SF 1164 date
	10 – 13	First 4 letters of payee's last name.		Mdse Acpt - SF 1164 date
	14 – 17	Last 4 of SSN		
<b><u>68. Transportation TOP Vouchers</u></b>	1 – 4	Constant, TOPS	SF 1034 or TOPS	Invoice date – Invoice
	5 – 6	DPI Code. See note A at end of table.	Voucher, as Appropriate	Inv Recd – date stamp of Cert Official
	7 - 8	FY (fiscal year)		Rec Rpt Recd – date SF 1034 or TOPS voucher received in paying office
	9	Constant, U.	Invoice	Mdse Recd – Certification Official's certification date
	10-17	Invoice Number, left-justify and zero fill.		Mdse Acpt – Certification Official's certification date

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>71. Utility Payments</u></b>	1 – 4	Constant, UTIL	SF 1034	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.	Invoice	Inv Recd - date stamp of billing official
	7 – 8	FY (fiscal year)		Rec Rpt Recd - date SF 1034 received in paying office
	9	Constant, U		Mdse Recd - SF 1034 date
	10	Enter: C for Cable E for Electric G for Gas O for Other P for Cell Phone S for Sewer T for Telephone W for Water		Mdse Accpt - SF 1034 date
	11 – 13	First 3 letters of vendor name.		
	14 – 17	Last four of account number		
<b>72. Vendor Pay Treasury Offset Program</b>		<b>Reference the SOP FedDebt-01 Effective: July 2004</b>		
<b><u>73. Veterinary Services</u></b>	1 – 4	Constant, VETS	See DoD Guidebook for Misc Pay (Pg. B-22)	Invoice date - date of Invoice
	5 – 6	DPI Code. See note A at end of table.		Inv Recd - date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	SF 1034	Rec Rpt Recd - date DD 250 or certified voucher received in paying office
	9	Constant, U	DD 250 (if SF1034 is not externally certified)	Mdse Recd - DD 250 date
	10 – 13	First 4 letters of vendor's name.		Mdse Accpt - DD 250 date
	14 – 17	Last 4 of invoice number	Invoice	

<u>Payment Type</u>	<u>Position Number</u>	<u>Description</u>	<u>Required Documents</u>	<u>Dates to Utilize</u>
<b><u>74. Witness Fees for Courts Martial</u></b>	1 – 4	Constant, WITN	SF 1156	Invoice date - date on SF 1157 / SF 1034
	5 – 6	DPI Code. See note A at end of table.	SF 1157	Inv Recd - date stamp of Cert Official / SF 1034 date
	7 – 8	FY (fiscal year)	SF 1034	
	9	Constant, U		Rec Rpt Recd - date SF 1034 or SF 1157 received in paying office
	10 – 13	First 4 letters of payee's last name.		Mdse Recd - SF 1034/1157 date
	14 – 17	Last 4 of SSN		Mdse Acpt - SF 1034 /1157 date

## Addendum A – St. Louis

This matrix indicates how to properly develop or construct the contract number by type of payment specifically for St. Louis. (This office has transitioned to DFAS – Columbus)

Payment Type	Build Contract Number	Required Documents	Dates to Utilize
<b>X. STBANK</b>  <i>(used for NATO MEADS)</i>	1-4 NATO 5-6 DPI Code 7-8 FY 9 U 10-14 MEADS (acronym for Medium Extended Air Defense System) 15-17 Unique Sequential Number	SF 1034	Invoice date - SF 1034 Inv Recd - SF 1034 date Rec Rpt Recd - date SF 1034 received in paying office. Mdse Recd - SF 1034 date Mdse Acpt - SF 1034 date

**Note A:** When the billing cycle is completed and the account is billed by electronic transmission, acceptance has occurred and payment will be made. The pay period begins with the receipt of the billing statement / invoice by the DBO since acceptance has occurred throughout the month. The date of receipt (electronic invoice) is the day after the bank makes the billing statement available. The end of the billing period is usually the 19th of the month, and the statement is made available the next business day, usually the 20th of the month.

**Note B:** not applicable

**Note C:** The DPI code is the Last 2 Digits of the Job Order Number (JONO) field. Note A contains the DPI Code Site ID list.

**Note D:** For those Government Wide Purchase Card payments that are processed manually (hardcopy billing and EDI 824 rejects) the “Build Contract Numbers” process is the same. All account numbers are loaded in the approving officials account maintenance table in CAPS and assigned a four (4)-digit contract number. Hardcopy billing and EDI 824 rejects are completed by researching the proper account number in the approving official maintenance table and using the assigned contract number. For EDI 824 rejects the prompt pay clock starts on the billing cycle end date. For hard copy invoices the prompt pay clock starts on the date the invoice is received by the Designated Billing Office if they date stamp it. If there is no DBO date stamp the clock starts on cycle close date (invoice date).

**A. SEE MATRICES BELOW.**

<b><i>MONTH ALPHA CODES AND PERIOD OF USE</i></b>	<b><i>TYPES OF MAIL\CARRIERS</i></b>	<b><i>TYPES OF TRAVEL</i></b>
October = A	Airborne Express = AI	Long Term TDY = A
November = B	Burlington Express = BU	Blanket Travel Order = B
December = C	Eagle USA = EA	Recruiting Travel Expenses = C
January = D	Emery Worldwide = EM	Medical TDY = D
February = E	Federal Express = FE	Emergency Leave = E
March = F	Metered Postage = MP	Local Travel = L
April = G	Roadway = RO	Local Move = M
May = H	RPS Inc. = RP	Permanent Change of Station = P
June = J	United Parcel = UP	Local Storage = S
July = K		Temporary Duty Travel = T
August = L		Army Reservists Advance Travel = V
September = M		Invitational Travel Order = Z
1 <sup>st</sup> Qtr = 1, 2 <sup>nd</sup> Qtr = 2, 3 <sup>rd</sup> Qtr = 3, 4 <sup>th</sup> Qtr = 4, and entire Fiscal Year = 9	<b><i>SCHOOL SESSION CODES</i></b>	
	Fall (Nov/Dec) = A	
<b><i>POL VENDOR CODES</i></b>	Winter or Winter I = B	<b><i>MEDICAL SERVICES CODES</i></b>
INDEPENDENT = AAA	Winter II = C	Clinical Supplemental Care = CLSC
AAFES = AFS	Spring or Spring I = D	Early Intervention Prog., Supplemental Care = EIPC
AMOCO = AMC	Spring II = E	Early Intervention Prog., Ancillary Svc = EIPS
Aviation Card = AVC	Summer or Summer I = F	Exceptional Family Member Program = EFMP
BORON = BRN	Summer II = G	Exceptional Family Member Supplemental = EFMS
Chevron = CHE	Summer III = H	Inpatient Supplemental Care = IPSC
CITGO = CIT	Fall or Fall I (Sep) = J	Miscellaneous Supplemental Care = MISC
EXXON = EXN	Mini Session = K	Nuclear Medicine = NUCM
Fleet Card = FLE	Annual = X	Pathology = PATH
GULF = GLF		Radiology = RADI
MOBIL = MBL	<b><i>COMMAND CODES</i></b>	Rehabilitation = REHB
PHILLIPS 66 = PHL	SBCCOM = 02	Same Day Service = SDSV
SHELL = SHE	AMCOM = 03	Special Procedures Services = SPSV
SUNOCO = SNC	TACOM-Warren = 07	Unclassified Ancillary Services = UNAS
SUN REFINERY = SNR	CECOM = 08	
STANDARD = STD	TACOM-Rock Island = 20	
TEXACO = TEX	TACOM-Picatinny	
UNOCAL = UNC		
VOYAGER = VOY		

Note “C”: The DPI Code (CUSTOMER SITE CODE) by FSN and DSSN is now available via this link:

<http://www.dfas.mil/more/accounting.html>

- 1) Click on the link
- 2) Click on the topic “*Disbursing Operations Order*” – for the current month (ex. If it is August of 2007, you would click on the “*Disbursing Operations Order – August 2007*”)
- 3) Next click on “*OPLOC/FSN POC List*” and the list will come up

### PROCESS IMPROVEMENT ANNOUNCEMENT

The Defense Finance and Accounting Service, Army Vendor Pay Support is proud to announce a new process for providing Advice of Payment (AOP) information to payee’s for contract and miscellaneous payments. This process, effective January 2007, supports the U.S. Government’s paperless processes, generates savings to taxpayers, the Army and Defense Agency bill payers and most importantly provides immediate payment information to payees. This process is known as Electronic Advice of Payment (EAOP) will be used for all Electronic Funds Transfer (EFT) payments made in U.S. Dollars.

This new process will provide taxpayer savings of over \$900,000.00 via use of e-mail notifications for Advice of Payments. Federal Acquisition Regulation (FAR) policy, published October 1, 2003 (Circular 2003-016, FAR case 2002-18), requires that federal contractors maintain a valid and monitored e-mail address in the Central Contractor Registration (CCR). The e-mail address provided in CCR will be used to notify your organization of all EFT payments made by Army Vendor Pay, Defense Finance and Accounting Service.

To ensure payment notifications are e-mailed to the proper individual or office within your organization, please visit [www.ccr.gov](http://www.ccr.gov) and select the option “Update or Renew Registration using TPIN.” Follow the instructions provided.

For future reference, payment information may also be obtained by visiting our website at [www.dod.mil/dfas](http://www.dod.mil/dfas) and proceed to click on the “myInvoice” link.

Please direct all questions concerning this change to [DFAS-IN.97.VPIS@DFAS.MIL](mailto:DFAS-IN.97.VPIS@DFAS.MIL) or call **1-888-332-7366.**”