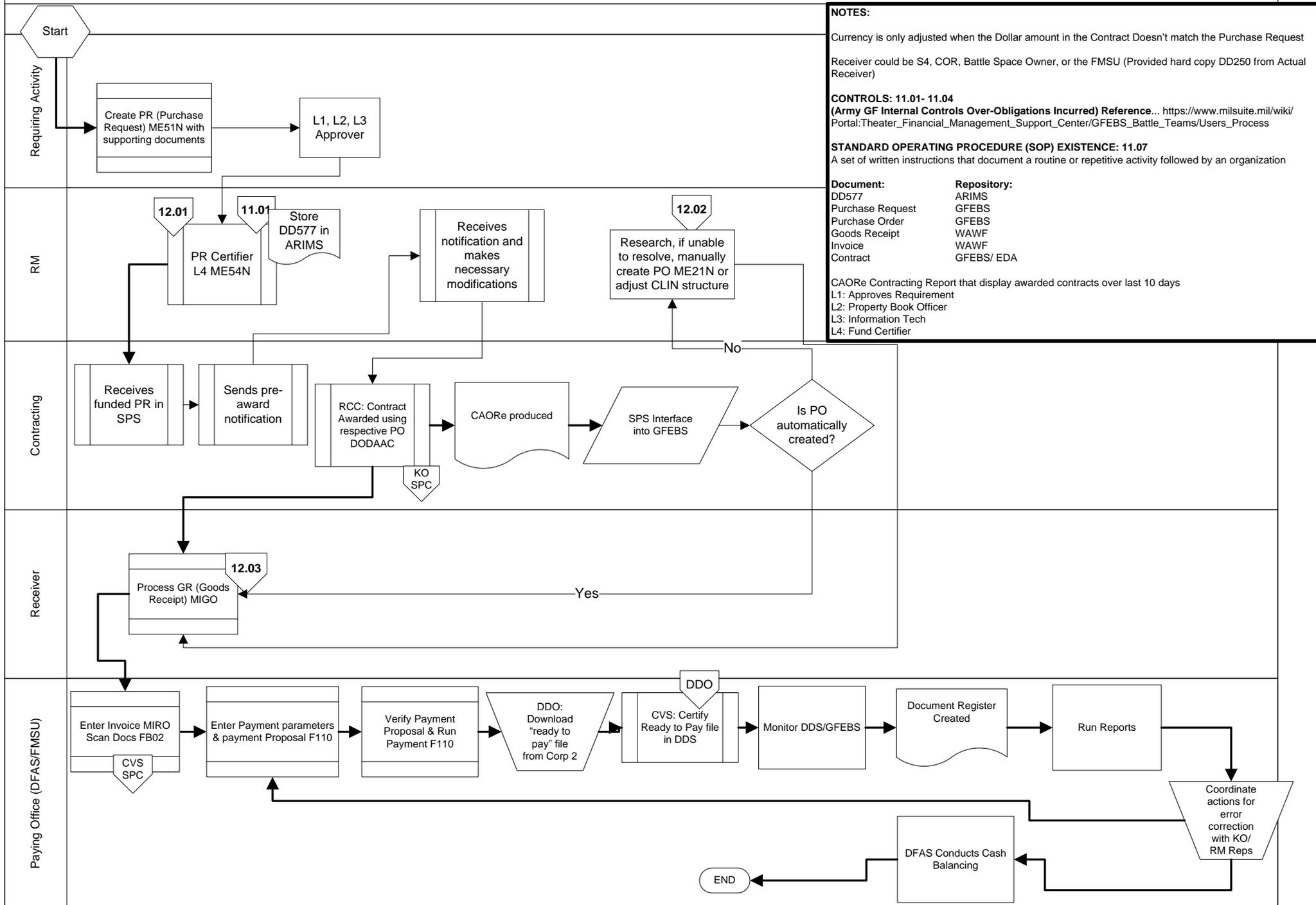


Battle Drill 4: Process contract (P2P) with SPS without WAWF

Approved by the USARCENT Deputy G8

Reviewed by the USARCENT Audit Readiness Task Force Chief

As of 01 December 14 (Version 2)



NOTES:
 Currency is only adjusted when the Dollar amount in the Contract Doesn't match the Purchase Request
 Receiver could be S4, COR, Battle Space Owner, or the FMSU (Provided hard copy DD250 from Actual Receiver)

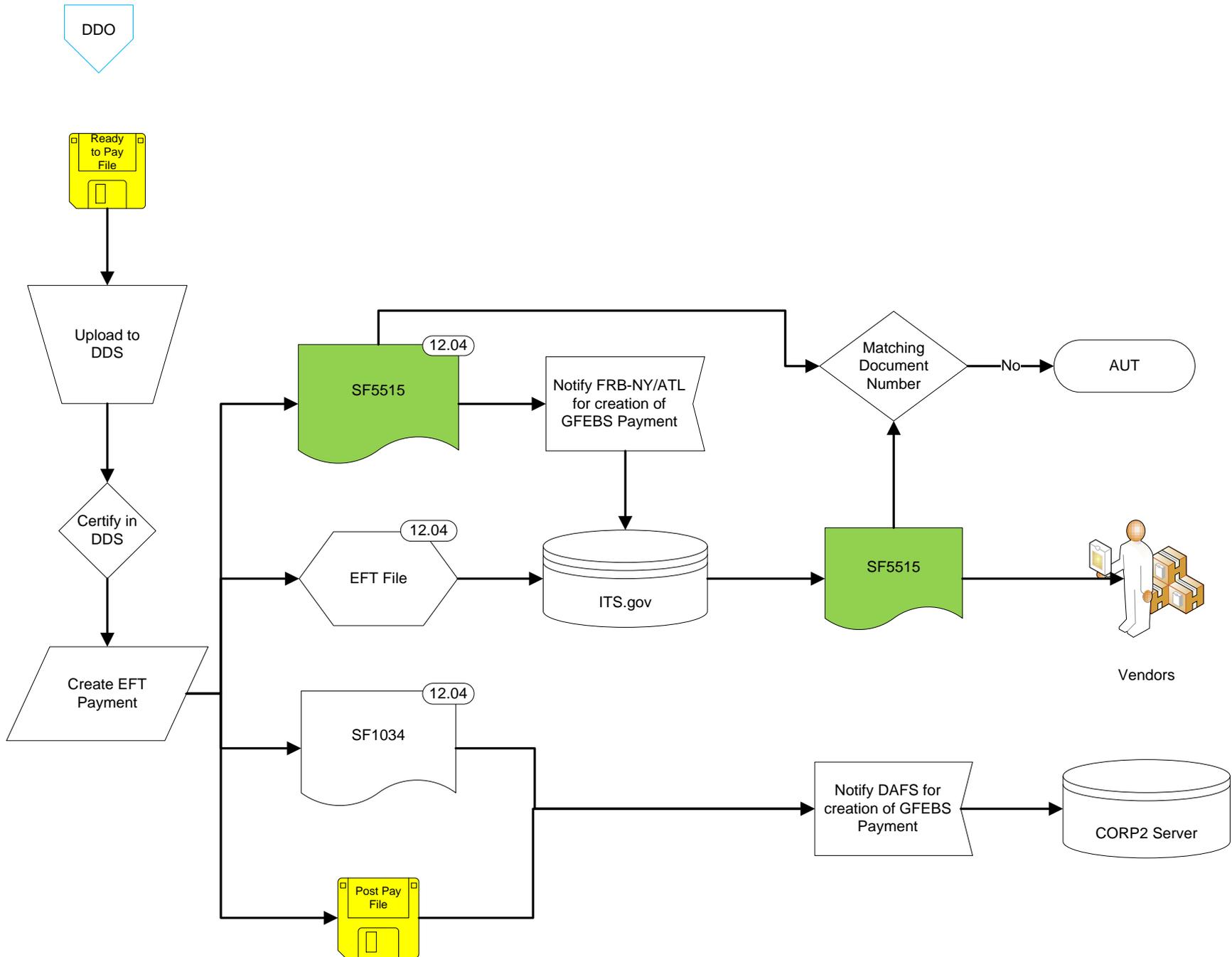
CONTROLS: 11.01- 11.04
(Army GF Internal Controls Over-Obligations Incurred) Reference... https://www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center/GFEBBS_Battle_Teams/Users_Process

STANDARD OPERATING PROCEDURE (SOP) EXISTENCE: 11.07
 A set of written instructions that document a routine or repetitive activity followed by an organization

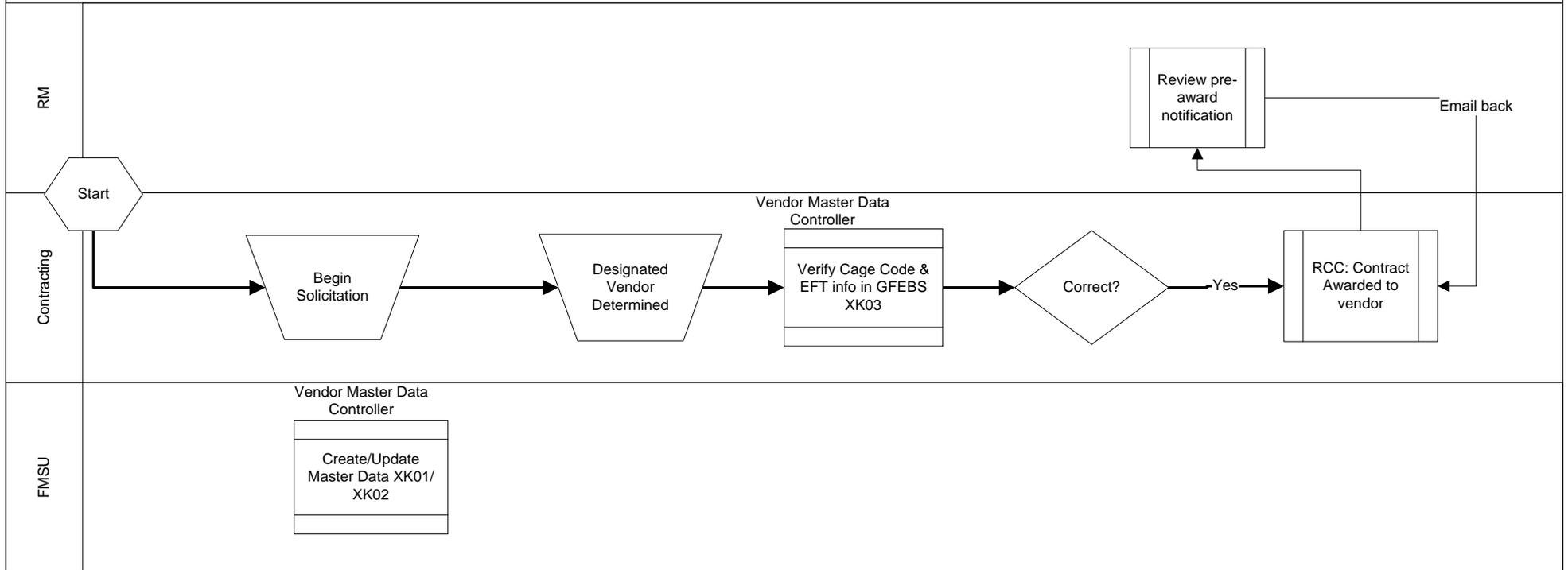
Document:
 DD577
 Purchase Request
 Purchase Order
 Goods Receipt
 Invoice
 Contract

Repository:
 ARIMS
 GFEBBS
 GFEBBS
 WAWF
 WAWF
 GFEBBS/ EDA

CAORe Contracting Report that display awarded contracts over last 10 days
 L1: Approves Requirement
 L2: Property Book Officer
 L3: Information Tech
 L4: Fund Certifier



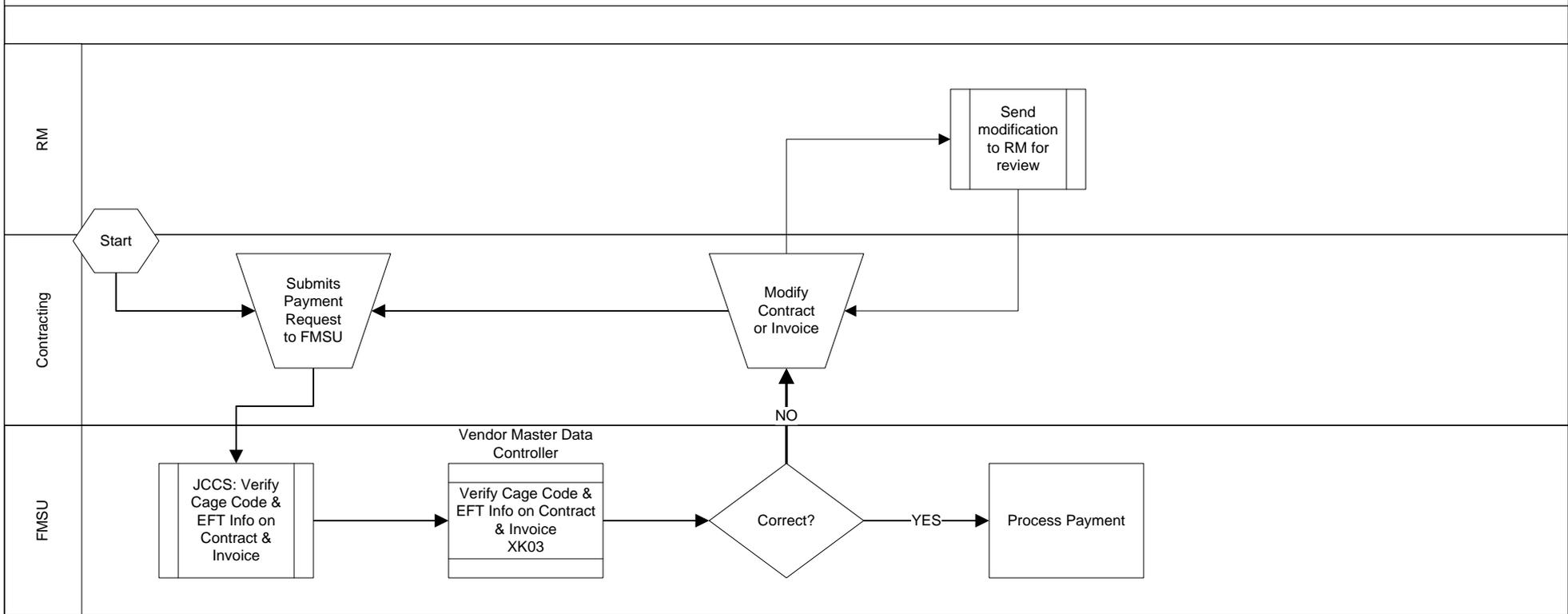
Pre-Award Step



NOTES:

If the cage code is incorrect for vendors the Contracting Office must modify all open contracts to reflect correct cage code.

Pre-Payment Verification



11.01

**Verify Delegation of Authority for Fund Certifiers, Certifying Officers, Contracting Officers, and Grants Officers
(SBR 11.01)**

Fund Certifiers, Certifying Officers, Contracting Officers, and Grants Officers must have delegated authority to certify the availability of funding (commit and/or obligate) in GFEBs, certify invoices/vouchers for payment, award contracts, and award assistance instruments, respectively. This authority is evidenced by a delegation of authority letter for Fund Certifiers, a DD Form 577 for Certifying Officers, a warrant for Contracting Officers, and a statement of appointment or warrant for Grants Officers.

Example of Documentation Requested:

1. DD 577 for the commitment and obligation approver
2. Contract warrant for the Contracting Officer

Commitment Approval - Fund Approval**(SBR 12.01)**

To provide sufficient documentation that demonstrates that an authorized individual reviews the purchase request (e.g., purchase requisition, GFEBs PR, outbound MIPR, memo of agreement, commitment document) to validate that sufficient funding is available within the appropriate LOA (e.g., appropriation, fiscal year, commitment item) for the purchase. The purchase request needs to be signed and dated by an authorized individual. Documentation should include a valid delegation of authority for the period referenced in the sample.

Example of Documentation Requested:

1. Purchase Requisition with evidence of funds certification approval to include the following (Required documentation):

- * GFEBs Purchase Requisition that includes the screenshot that shows L4 certification or the "Changes in Requisition" screen which
 - shows the release status for the L4 certification (release status of X to XX or release indicator of X to M)
- * screenshot of the L4 approver's name/EDIPI (Workflow for object: Object PR Number) - Must show L4 release language
- * Account Assignment Tab (Includes the Line of Accounting information)
- * evidence of the connection between the Purchase Order number in the sample and the Purchase Requisition
 - * screenshot of the username/individual tied to the EDIPI number

2. Delegation of authority for purchase requisition approver/certifier that applies to the sample transaction

Obligation Approval**(SBR 12.02)**

To provide documentation that demonstrates that an authorized individual with delegated authority reviews the purchase order (e.g., contracts, outbound acceptance MIPR, obligating document, travel order/voucher) to verify that it includes the date, amount, and uses the appropriate LOA (e.g., appropriation, fiscal year) prior to approving the obligation. The obligation needs to be signed and dated by an authorized individual. Documentation should include a valid delegation of authority for the period referenced in the sample.

Example of Documentation Requested:

1. Obligating Document with evidence of approval (e.g. Contracts, outbound MIPR, Travel order/voucher)
2. Delegation of authority (DD 577 or equivalent) for obligation approver that applies to the sample transaction
3. Federal Transaction Register Screenshot showing postings for budgetary accounts

Goods/Services Receipt Approval**(SBR 12.03)**

To provide documentation that demonstrates that an authorized individual performed a review of the delivered goods/services to validate that they are in agreement with the purchase order. The documentation may come in the form of a receiving report or its equivalent. The document that evidences goods/services receipt needs to be signed and dated by an authorized individual. Documentation should include a valid delegation of authority for the period referenced in the sample.

Example of Documentation Requested:

1. Obligating Document supporting the sample
2. Billing Document (e.g., Invoice, GPC receipts, Travel Vouchers) or Wide Area Work Flow (WAWF) Receiving Report or equivalent Receiving Report
3. Delegation of authority (DD 577 or equivalent) for the goods/services acceptor that applies to the sample transaction
4. Federal Transaction Register Screenshot showing postings for budgetary accounts