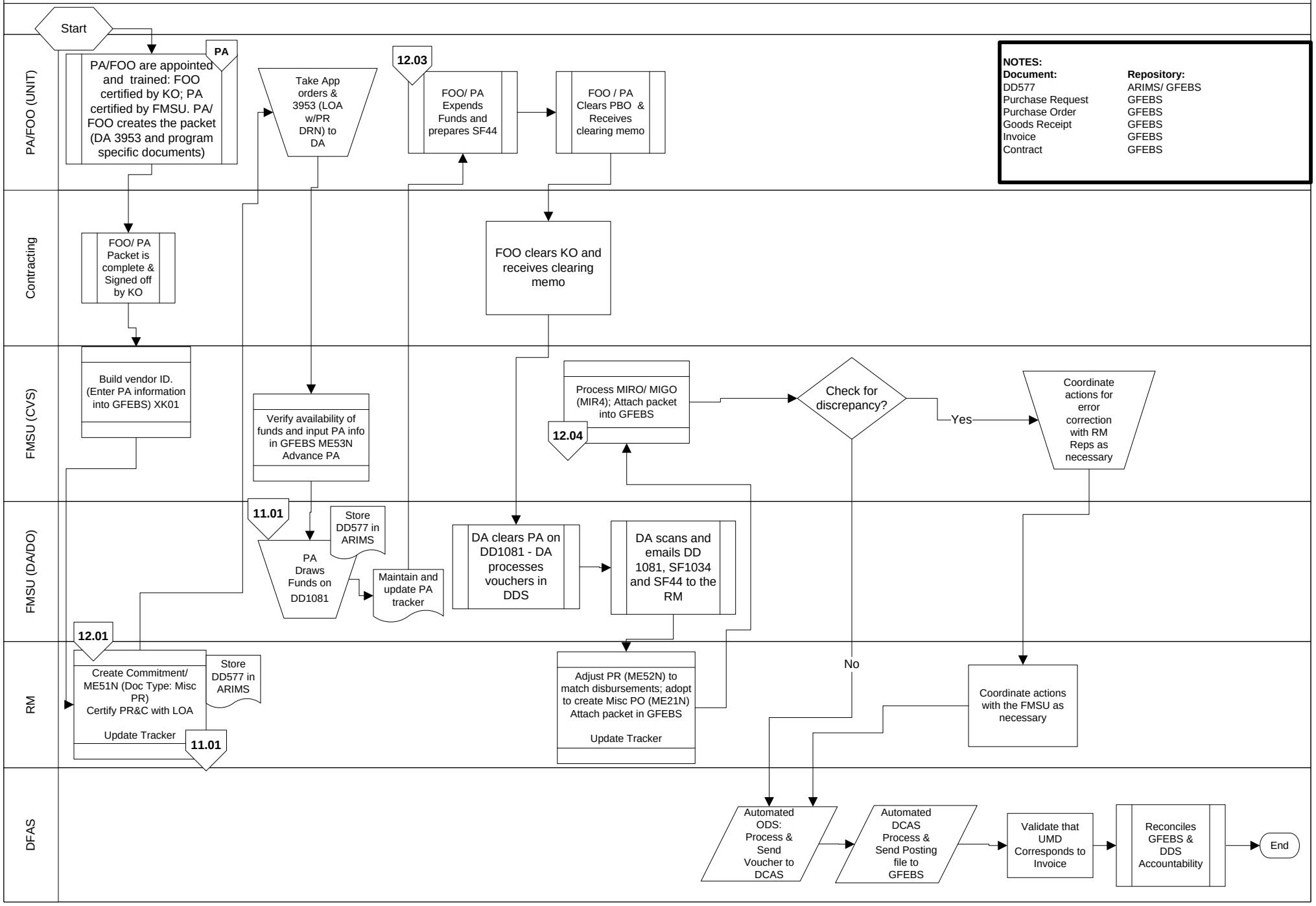
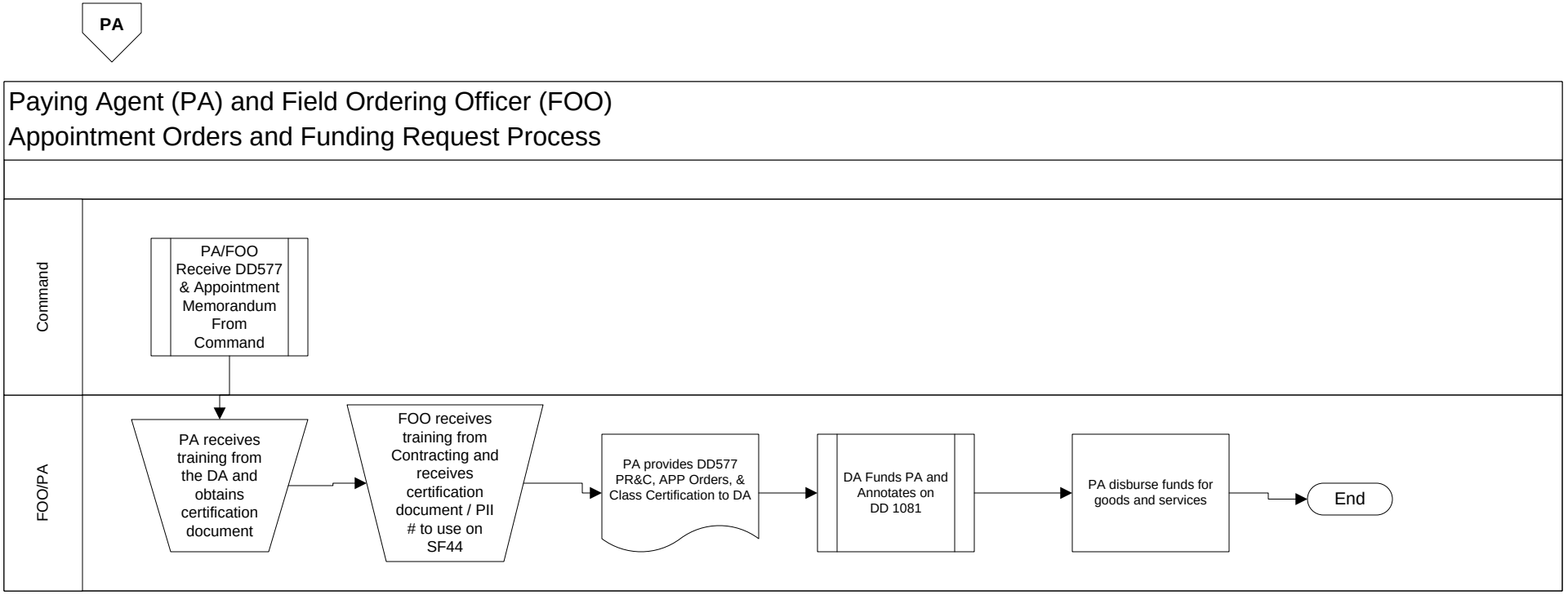
Battle Drill 5: Process (P2P) Paying Agent (PA) for Field Ordering Officer (FOO) (CERP, OMA, ARP & Rewards Programs)

As of 01 December 2014 (Version 4)

Approved by the USARCENT Deputy G8

Reviewed by the USARCENT Audit Readiness Task Force Chief





Notes:

PA must be an E7 or above unless they have a waiver from command

If a PA needs to redraw funds all that they need for the DA to fund them is a DD 3953 (PR&C)

Funding must be in Foreign Currency Only

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. DD577 for the DDO and Certifier at the paying office (FMSU/ DFAS)

12.01

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

12.03

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

12.04

Payment Certification

(SBR 12.04)

To provide documentation that demonstrates that an authorized Certifying Officer reviewed the invoice (e.g., travel vouchers, GPC billing statement, GFEBS MIRO document) prior to payment certification to ensure it is in accordance with the goods/services receipt document and the purchase order. The payment certification document must be signed and dated by an authorized individual. Documentation should include a valid delegation of authority for the period referenced in the sample.

Examples 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. Payment certification document (e.g., GFEBS screenshot of miscellaneous payment approval that includes the approver's name/EDIPI, GPC bank statement, Travel Voucher, SF 1034)
4. Delegation of authority (DD 577 or equivalent) for the payment certifier that applies to the sample transaction
5. Federal Transaction Register Screenshot showing postings for budgetary accounts