

DOCUMENT NAME: Contracts**DOCUMENT TYPE: 24**

1. **Description:** A contract is a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. A description of the goods or services required is prepared for all acquisitions by contract. Payment of these documents requires Contracting Officer payment approval. Following are definitions of some of the more common types of contracts.
 - a. **Firm Fixed Price:** The contractor is paid a lump sum for a specific job. Fixed Price Economic Price Adjustment (EPA) occurs when some element is subject to variation based on market conditions, such as steel or oil. Fixed Price with Incentive allows additional incentive money when the contractor delivers within budget or early. The amount received is formula based. Firm Fixed Price contracts can be paid either as partial payments (i.e., for supplies) or as progress payments (e.g., Construction Contracts).
 - b. **Cost Reimbursement:** The contractor is reimbursed based on costs incurred. Usually research and development projects are cost reimbursed. There can be a ceiling stipulated. A Cost Plus Fixed Fee stipulates a set amount of money be paid above cost; this cost does not vary with cost incurred. With a Cost Plus Incentive Fee, a contractor can earn an additional fee based on incentive formula. All of these contracts have a fifteen percent (15%) or one hundred thousand dollar (\$100,000) holdback, whichever is lower.
 - c. **Indefinite Delivery:** This multitask contract is used when specific supplies and services are to be procured, but when and where is not yet known. A Delivery Order is issued against the contract defining the specifics. With a Requirements Contract, funding is provided by each Delivery Order as requirements come up. With an Indefinite Quantity Contract, a minimum quantity and obligation is provided up-front. With a Definite Quantity Contract, a specific quantity is obligated up-front. With a Basic Quantity, a minimum and maximum amount is stipulated. Payments are made upon delivery of supplies or progress payments may be made for services.
 - d. **Time and Materials, Labor Hour:** These contracts are similar to Cost Reimbursement. The contractor is reimbursed for time and materials. A fixed hourly labor rate is used. Materials are reimbursed on an actual cost basis.
 - e. **Letter Contracts:** When the Government has an urgent requirement and there is not enough time to do another type of contract, a letter can authorize acquisition. Later, a definitive contract must be established.
 - f. **Interagency:** This contract is used when an agency acquires supplies and services through another agency. Partial or full payment is made on delivery.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
SF-26, Award/Contract
SF-33, Solicitation Offer and Award

3. **Related Forms:** DD-250, Material Inspection and Receiving Report
 DOT F-4200.1, Procurement Request
 SF-30, Amendment Of Solicitation/Modification Of Contract
 SF-1442, Solicitation Offer and Award
 U. S. Coast Guard Contract Payment Approval Form

4. **Document Number:** Standard Number - unit assigned.

The document number assigned to a contract action must be unique and remain the same throughout the life of the contract. It is important that you do not generate a new document reference number when you receive new funding PRs. Reference the document number from the original award document.

SAMPLE: Contract Number- DTCG/HSCG90-05-C-FAB001
 Base- 2405905FAB001
 MOD 0001 issued FY 2006- 2405905FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Contract Region</u>	<u>Program Elements</u>	<u>Document Sequence</u>	<u>Suffix</u>
24	05	90	5	F	AB	001	

Note: Document numbering for some of the types of contracts mentioned in Paragraph 1 above can vary significantly. Following are some examples:

- a. Example of Indefinite Delivery Contract numbering.

(1) Formal Contract Number DTCG/HSCG90-05-D-FAB123

(2) The DOC ID should be established as follows:

2405905FAB123 000 1st accounting line
 2405905FAB123 001 2nd accounting line

Note: Stated minimum order quantity is the only amount obligated using the formal contract number. See (3) and (4) below for proper numbering of delivery orders placed in addition to this minimum stated quantity.

(3) A delivery order is placed against contract DTCG/HSCG90-05-D-FAB123 in the following fiscal year and the Procurement Request (PR) number is 2105905FAB001. There is one accounting line to be charged. The order number is DTCG/HSCG90-05-F-FAB001.

(4) The DOC ID should be established as follows:

2405905FAB001 000

Note: The Delivery order number is not linked to the formal contract number in the accounting system.

- b. Example of Basic Ordering Agreement (BOA) document numbering.

(1) Formal BOA number DTCG/HSCG 90-04-A-FAB111.

(2) PR for order is 2104904FBB123. There is one accounting line.

(3) The order number is DTCG/HSCG 90-04-F-FBB123.

4. b. (4) The Document ID should be established as follows:

2404904FBB123 000

Note: The order number is not linked to the formal BOA number.

- c. Example of Firm Fixed Price numbering.

(1) Formal contract number DTCG/HSCG 90-03-C-FAB321.

(2) There is one accounting line.

(3) The DOC ID should be established as follows:

2403903FAB321

- d. Example of Modification in the following fiscal year to Firm Fixed Price Contract DTCG/HSCG 90-03-C-FAB321 due to change in scope.

(1) Mod includes two accounting lines. Modification numbering is:

2404903FAB321 000 1st accounting line

2404903FAB321 001 2nd accounting line

- e. Example of Modification in the following fiscal year to Firm Fixed Price Contract DTCG/HSCG 90-03-C-FAB321 due to price increase with no change in scope.

(1) Mod includes one accounting line.

2403903FAB321 000

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/12345/2554

6. **FINCEN Critical Processing Requirements:**

a. Copies of each contract must be scanned into WINS. Contracts must include accounting data, document number, and cost breakdown for multiple accounting lines in the proper block to ensure accurate financial reporting.

b. In addition to normal OF-347 requirements, delivery orders must contain the contract number in block 2.

c. For vendor payment The CONTRACT PAYMENT APPROVAL FORM must be completed in its entirety (first endorsement is optional). The following information is vital to ensure proper payment terms are executed:

(1) Date invoice received.

6. c. (2) Contract number.
 - (3) Vendor name.
 - (4) Standard document number.
 - (5) Accounting data.
 - (6) Delivery and acceptance date.
 - (7) Amount authorized for payment.
 - (8) Discount terms.
 - (9) Contract balance after payment.
 - (10) Contract specialist, Project Officer, Contracting Officer signatures.
- d. In accordance with OMB Prompt Payment Circular A-125, any invoice determined not to be a proper invoice shall be returned within seven days of agency receipt. Contracting officers must provide this additional information with the approval form for any defective invoices that were returned to vendors. Contracting officers must ensure that dates of defective invoices are properly annotated as to when returned to vendor and that receipt of corrected copies are properly annotated. Contracting officers must ensure that receipt and acceptance are executed as promptly as possible. Approval documentation must be forwarded to FINCEN via WINS in a timely manner so that discounts can be taken and interest penalty payments can be avoided.
 - e. **COPIES OF THE DOCUMENTS SUBMITTED MUST BE LEGIBLE.**

7. Other Information:

- a. The contracting site number will always be the number of the office procuring the goods.
- b. If the value of the Procurement Request is greater than \$25,000, a commitment should be entered into CIMS/FPD.
- c. Items to note concerning modifications to contracts:
 - (1) Administrative modifications result in no change on a PES report.
 - (2) A modification that results in a new accounting line will generate a new suffix.
 - (3) A modification that results in an increase or decrease to an existing accounting line will generate a transaction code indicating the increase and/or decrease.

7. c. (4) Copies of all Administrative Mods must be forwarded to the FINCEN. These documents should be marked as Administrative Change for Contract Payment File.
- d. (1) There are four approved methods of processing and transmitting contract obligations in LUFS. Chiefs of Contracting Offices (COCO) shall prescribe the method(s) of processing for all of their customer activities. Any of the following 4 methods may be designated:

(a) Requisitioning office sends paper purchase request to contracting site. Requisitioner records commitment in LUFS. Contracting site makes award, and notifies requisitioner. Requisitioner's LUFS site transmits obligation.

(b) Requisitioner sends E-mail/floppy disk purchase request to contract site. Requisitioner records commitment in LUFS. Contract site transmits obligation via its own LUFS site.

Note: When obligation is transmitted the requisitioner should ensure that the commitment has been liquidated. If it has not been, the requisitioning unit should place a "negative" commitment in order to avoid duplication.

(c) Requisitioner records commitment in LUFS. Contract site electronically accesses requisitioner's database. Contract site works request, and makes contract award. Requisitioner's LUFS site transmits obligation.

(d) Requisitioner sends contract site paper purchase request. Requisitioner records commitment in LUFS. Contracting site makes award. Contracting officer's LUFS site transmits obligation.

Requests to use other processing/transmission methods will be considered. Alternative methods shall be submitted to G-CFP for review and approval.

(2) Waiver of procedures: In a limited number of instances it may be more advantageous to the government to mail all contract obligating documents to FINCEN and to allow FINCEN to enter obligations. This may only be done with prior agreement between the Chief of the Contracting Office (COCO) and Chief, Accounting Operations Division, USCG FINCEN. Direct liaison is authorized between the COCO and FINCEN to negotiate such waivers. Cases where COCO desires manual procedures but where COCO and FINCEN cannot agree shall be referred to G-CFP.

(3) OSLTF and CERCLA obligations: Document Type 24 transactions obligating OSLTF and CERCLA funds will be mailed to FINCEN (OGR) and processed manually. NPFC and G-CFS are currently working to develop procedures acceptable to G-M, G-CPM, MLC's and field MSO'S to implement use of LUFS for OPA-90 cases.

8. LUFS Information:

- a. All obligations will be transmitted electronically via LUFS.

- 8. b. A copy of the contract must be mailed to FINCEN and must have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"

- c. When transmitting to FINCEN, only the obligation accounting information (XA record) will be sent. When transmitting obligations that have related commitments in DAFIS you must reference the commitment number in the Reference Document Number field of LUFS for the commitment to be liquidated.
- d. This document can be entered into LUFS using either the Record Spending Module or the Purchase Order Module.
 - (1) RECORD SPENDING: Standard generic input is made through the Record Spending Module.
 - (2) PURCHASE ORDER: The Purchase Order Module in LUFS can be used to prepare this document. When transmitting to FINCEN, obligations, Purchase Order Headers, Purchase Order Line Items, and SF-30 information will be sent. When using this method, you must still enter the Record Spending Module to reference a commitment number to be liquidated, if required.
- e. This document should have the public/government indicator set to "P".

9. Document Flow:

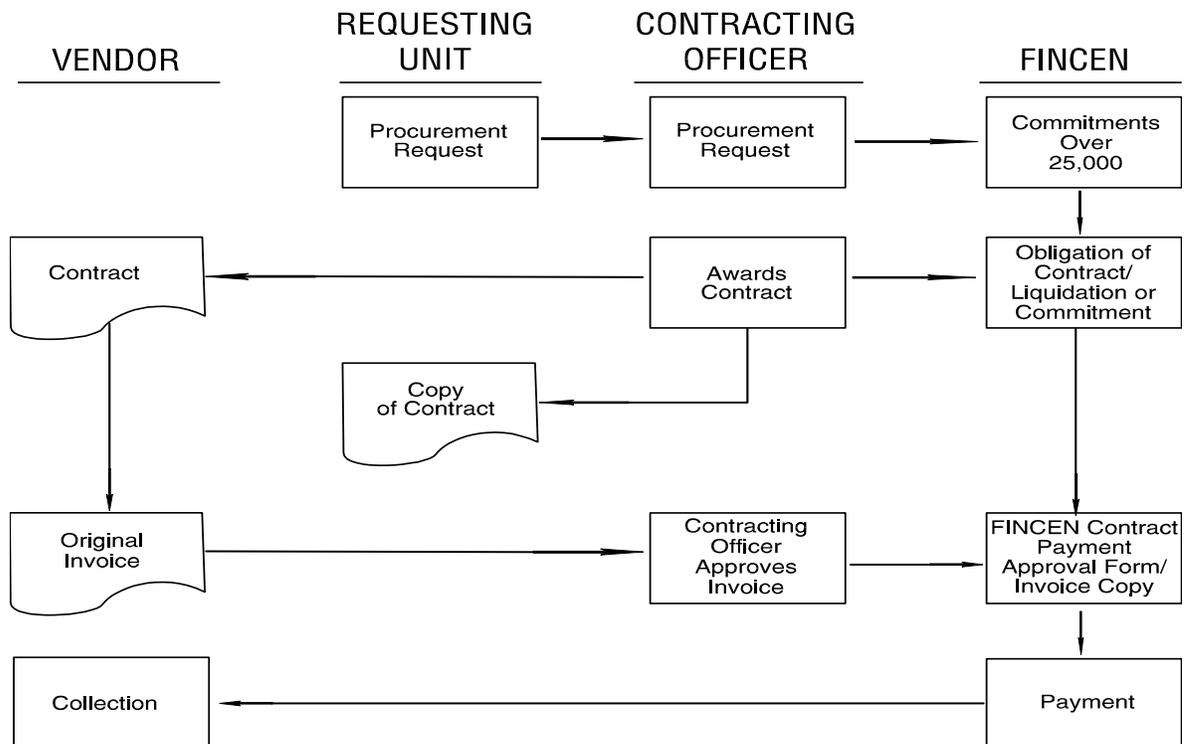


Figure: 12D-14 Contracts

9. a. Figure 12D-14 describes the procedures for processing the Contracts form.
- b. The requesting unit prepares a Procurement Request (DOT F-4200.1), in accordance with local operating instructions, describing the goods or services required, and retaining one copy for unit records. If over \$25,000, the unit forwards one copy to the FINCEN marked "COMMITMENT COPY", and forwards the original to the Purchasing Unit.
- c. The Purchasing Unit awards the contract and forwards a copy to the Vendor, the unit, and the FINCEN marked "OBLIGATION COPY".
- d. The original vendor invoice is submitted to the contracting officer of the purchasing unit. The Contracting Officer sends the completed copy of the FINCEN Contract Payment Approval Form (see Figure 12D-17) and invoice to the FINCEN for payment. This must be accomplished in a timely manner so that discounts can be taken. They can be faxed when a discount or prompt payment date cannot be met, if mailed to the FINCEN. Material and Inspection and Receiving Reports (DD-250s) and Record messages can also be used. The dates placed on this form are important since they help determine payment date, late payment interest or discounts taken. If amount approved for payment is less than the amount of the invoice this should be noted on the form and annotated and initialed by the Contracting Officer on the invoice.
10. **Sample Forms:** See Figures 12D-15, 12D-16, 12D-17, 12D-18, 12D-19, 12D-20 and 12D-21.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
24948143WA001000	051	94090F111	45000	2554	0.00	88504.14	0.00	0.00
24948143WA001000	0511	94125F111	45000	2554	0.00	4363.00	0.00	0.00
24948143WA001000	102F	94159F111	45000	2554	0.00	92867.14-	0.00	92867.14

12. **References:** COMDTINST M4200.19, Coast Guard Acquisition Procedures (CGAP)

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF PAGES 2
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 11 FEB 1994		2. CONTRACT NO. (If any) DTCG81-92-D-3WA123		3. ORDER NO. DTCG81-94-F-3WA001		4. REQUISITION REFERENCE NO. 24948143WA001	
5. ISSUING OFFICE (Address correspondence to) CONTRACTING OFFICER U.S. COAST GUARD CIVIL ENGINEERING UNIT NY BLDG 107 - ROOM 103 GOVERNORS ISLAND, NY 10004 - 5039				6. SHIP TO: (Consignee and address, ZIP Code) SAME AS ITEM #5			
7. TO CONTRACTOR (Name, address and ZIP Code) KEHRT, SHATKEN, SHARON, ARCHITECTS 337 WITHERSPOON STREET PRINCETON, NJ 08052				8. TYPE OF ORDER <input type="checkbox"/> A. PURCHASE — Reference your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of: <input checked="" type="checkbox"/> B. DELIVERY — Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
9. ACCOUNTING AND APPROPRIATION DATA 2/3/401//132/43/0/WA/45000/2554				10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DIS-ADVANTAGED <input type="checkbox"/> WOMEN-OWNED							
12. F.O.B. POINT		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) SEE PAGE TWO		16. DISCOUNT TERMS	
13. PLACE OF INSPECTION AND ACCEPTANCE							
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)	
	PSN 1213 Provide professional A/E and related technical services to perform an evaluation of the HVAC system in Building 125 for "sick building" syndrome and energy efficiency, and provide space programming and documentation for all Atlantic Area functions and staff in Building 125, 104 and 105 in accordance with the attached Scope of Services dated 10/09/92. Reimbursable expenses as outlined in your February 1994 faxed proposal FINCEN E-MAIL ADDRESS: CSCALL/FINCEN@CGSMTP.COMDT.USCG.MIL			LUMP SUM	\$86,426.14		
				NOT TO EXCEED	\$ 2,078.00		
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO		17 (H). TOT. (Cont. Pages)	
21. MAIL INVOICE TO (Include ZIP Code) Address in block 5				NOT TO EXCEED \$88,504.14		17 (I). GRAND TOTAL	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) JOHN J. SMITH TITLE: CONTRACTING/ORDERING OFFICER			
DEPT. OF TRANSP., USCG, CG-5398 (10-84)				ORIGINAL (Copy 1) White		SN 7530-01-GF3-1080	

Figure 12D-15 CG-5398, Order for Supplies or Services

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER: 11 FEBRUARY 1994 CONTRACT NO.: DTCG81-92-D-3WA123 ORDER NO.: DTCG81-94-F-3WA001

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<u>DELIVERY/PAYMENT SCHEDULE</u>					
	Evaluation HVAC				\$16,487.72	
	Report				\$13,048.94	
	Space Programming				\$23,175.76	
	Documentation				\$14,297.12	
	CAD Documentation				\$15,202.24	
	Bldg. 105 Evaluation				\$ 4,214.36	
	<p>THE DELIVERY REQUIREMENTS AS STATED ARE MANDATORY AND SHALL BE STRICTLY ADHERED TO. THE CONTRACTING OFFICER SHALL BE NOTIFIED IMMEDIATELY OF ANY ANTICIPATED DELAYS.</p> <p>INVOICES SHALL BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS ON PAGE 13 OF THE CONTRACT.</p> <p>ONLY THE CONTRACTING OFFICER HAS THE AUTHORITY TO MAKE CHANGES TO THE SCOPE OF WORK THAT AFFECT THE AMOUNT OR COMPLETION REQUIREMENTS OF THIS TASK ORDER.</p> <p>ALL REPORTS, CORRESPONDENCE AND OTHER DOCUMENTATION SHALL BE SENT DIRECTLY TO THE CONTRACTING OFFICER. FAILURE TO DO SO MAY DELAY PROMPT PAYMENTS.</p> <p>CONTRACTOR IS REQUIRED TO SIGN AND RETURN ORIGINAL COPY OF THIS DOCUMENT.</p>					
	Signature					
	Date					
	<p>Encl: (1) Scope of services dated 10/9/92 w/attachments</p> <p>cc: Mr. Fink; LCDR. Hobaica; FINCEN; W/L</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

Figure 12D-16 CG-5398, Order for Supplies or Services (cont'd)

MODIFICATION NO. A0001
DTCG81-92-D-3WA123
(CONT'D)

PAGE 2 OF 2

c. Prepare room finish and color schedule keyed to PAn 04/21/94

Task Order price brought forward:	\$88,504.14
This increase:	<u>4,363.00</u>
New Task Order price:	\$92,867.14

This modification constitutes full and complete compensation for all work covered herein.

cc: Mr. Fine; LCDR Great; FINCEN; w/1

Figure 12D-18 SF-30, Amendment of Solicitation/Modification of Contract (cont'd)

SOLICITATION OFFER AND AWARD (Construction, Alteration, or Repair)		1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE OF PAGES
		DTCG81-92-3WA123	<input checked="" type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)	2/5/94	1 of 39
IMPORTANT - The "offer" section on page 2 must be fully completed by offeror.					
4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO.		6. PROJECT NO.		
DTCG81-92-D-3WA123	CEU NEW YORK ARMSTRONG		P/N 09-8060, 1012, 2025		
7. ISSUED BY	CODE	8. ADDRESS OFFER TO			
Contracting Officer (cp) USCG Civil Engineering Unit NY Bldg. 107 - Room 103 Governor's Island, NY 10004-5039		Same as block #7.			
		FOR BID RESULTS PLEASE CALL THE BID RESULT HOTLINE AT (216) 522-3954, EXT. 243.			
9. FOR INFORMATION CALL	A. NAME	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)			
	Alice L. Owens	(216) 522-3954, EXT. 683			

SOLICITATION

NOTE: The sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date):

BASIC BID: Provide all labor, materials, equipment, transportation and supervision required to improve the heating and ventilation system at Building 125. Work includes modification to ventilation ducting, installation of new explosion proof exhaust fan, ventilation louvers, controls and installation of new exterior windows and concrete block wall. All work shall be performed in accordance with USCG Specification Numbers P/N 09-8060, 09-1012, and 09-2025 dated June 1993 and USCG Construction Drawings 5298-D, sheets 1 thru 2 of 2, Reference Drawing S 30367-P, sheet 1 of 1; and No. 09-01-82, sheet 37 of 56, and the clauses and provisions incorporated herein

Award shall be made under the Small Business Competitiveness Demonstration Program, pursuant to Public Law 100-656. This solicitation is unrestricted and open to both small and large businesses.

Area Wage rates apply to this solicitation and resultant contract.

11. The contractor shall begin performance within <u>15</u> calendar days and complete it within <u>60</u> calendar days after receiving <u>NO LAMP</u>	
Note: See F-1, FAR 52.212-3, Commence, Prosec. & Compl. of Work, page 4 Of 39 <input type="checkbox"/> award. <input checked="" type="checkbox"/> notice to proceed. This performance period is <input checked="" type="checkbox"/> mandatory, <input type="checkbox"/> negotiable. (See)	
12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? (If "YES," indicate within how many calendar days after award in item 12B.)	12B. CALENDAR DAYS
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Note: See H-2, Required Bonds, page 5 of 39.	Ten

12. ADDITIONAL SOLICITATION REQUIREMENTS:

- A. Sealed offers in original and 1 copies to perform the work required are due at the place specified in Item 8 by 1:00 PM (hour) local time March 10, 1994 (date). If this is a sealed bid solicitation, offers must be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.
- B. An offer guarantee is. is not required. Note: See H-2, Required Bonds, Page 5 of 39.
- C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.
- D. Offers providing less than 60 calendar days for Government acceptance after the date offers are due will be considered and will be rejected.

STANDARD FORM 1442 (Rev. 4-85)
Prescribed by GSA
FAR (48 CFR) 53.236-1(e)

Figure 12D-19 SF-1442, Solicitation Offer and Award

COAST GUARD CONTRACT PAYMENT APPROVAL

CONTRACTOR: _____ CONTRACT NO: _____
DTCG/HSCG _____

INVOICE/VOUCHER NO: _____ DO/TO NO: _____

DATE PROPER INVOICE/VOUCHER RECEIVED: _____

FROM: _____, Contract Specialist/Contracting Officer

TO: _____, Finance Center, Accounts Payable

(a) [] Pay full amount of invoice/voucher \$ _____ or

(b) [] Pay \$ _____ and retain \$ _____

Reason for retainage _____

(a) [] Complete document numbers (must contain 16 characters each):

DOCUMENT NO: _____ \$ _____
DOCUMENT NO: _____ \$ _____
DOCUMENT NO: _____ \$ _____

OR

(b) [] The accounting data for this invoice/voucher is as follows:

DOCUMENT NO. (13 characters only) _____ AND
Accounting Line: _____ \$ _____
Accounting Line: _____ \$ _____
Accounting Line: _____ \$ _____

The contract/order balance after this payment is \$ _____

TYPE PAYMENT: FINAL PARTIAL COST-REIMBURSEMENT PROGRESS

CONTRACT FINANCING: ___Y ___N ASSIGNMENT OF CLAIMS? ___Y ___N

DISCOUNT FOR PROMPT PAYMENT: 10 DAYS 20 DAYS 30 DAYS _____ DAYS
_____ % _____ % _____ % _____ %

PAYMENT TERMS: _____ DAYS

ACCEPTANCE DATE: _____ COTR INITIALS: _____
(Optional)

ADDITIONAL COMMENTS:

Signature: _____ Date: _____
Contract Specialist/Contracting Officer

For Payment questions contact: _____, _____, _____
Name Telephone E-mail

Figure 12D-21 USCG Contract Payment Approval Sheet (Blank)

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