

**DOCUMENT NAME: Dining Facility****DOCUMENT TYPE: 26**

1. **Description:** Used when purchasing for Coast Guard Dining Facilities from commercial sources. Document type 26 is used to separate food commodities from other transactions purchased via SF-44, purchase order, blanket purchase agreement or contract because of special prompt pay requirements designated in OMB circular A-125. This document type should not be used for nonfood items.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services  
SF-44, Purchase Order - Invoice - Voucher
3. **Related Forms:** DD-1348, DOD Single Line Item Requisition System Document  
DOT F-4200.1, Procurement Request Governmentwide  
Commercial Credit Card
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 26042745PF001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
26	04	27	4	5	PF	001	Note

Note: See Chapter 5 for suffix numbering information

5. **Accounting Line:**

SAMPLE: 2/F/XS6/105/PF/0/82/13250/2645

6. **FINCEN Critical Processing Requirements:**

- a. SF-44 requirements. Copies of all documents must be legible. Ordering units must ensure the following information is included on every SF-44 submitted.
  - (1) Date of order.
  - (2) Standard document number.
  - (3) Vendor name and complete remittance address. CCR registration is mandatory.
  - (4) Complete ordering unit name, address, and phone number.
  - (5) Itemized description or attached itemized invoice.
  - (6) The following address must be in the Agency Name and Billing Address block: CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103.

6. a. (7) Total amount less than \$2500.
- (8) Accounting data.
- (9) Ordered by signature.
- (10) Received by signature.
- (11) Seller's signature (if no itemized invoice attached).
- (12) Units must promptly forward the original or "Certified to be original" SF-44 to CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103.
- b. Blanket Purchase Agreement (BPA) requirements. Copies of all documents must be legible and include all pages of the order. Issuing units should review invoicing procedures with the vendor to ensure compliance and avoid payment delays. Units must ensure the following information is provided on completed CG-5398 ( or OF-347) issued for enlisted dining facility BPA's:
- (1) Matching DTCG/HSCG and standard number - blocks 3 and 4.
- Note: The ninth position of the DTCG/HSCG number should be a V.
- (2) Proper document type - block 4.
- (3) Vendor name and address - block 7.
- (4) Shipping terms - block 12.
- (5) Block 17 must contain a general description of supplies or services to be provided, the specified time period of the agreement, the dollar limitation of each individual purchase, a list of individuals authorized to purchase under the BPA (title or position or name of individual), vendor invoicing/delivery ticket instructions.
- (6) Proper invoice Mail To: instructions (the CGDF address) - block 21.
- (7) Contracting Authority signature - block 23.
- c. BPA call records. Copies of documents submitted must be legible. Call record sheets must be submitted monthly to provide receiving report information for BPA purchases. Due to strict Prompt Pay Processing Regulations **call records must be submitted weekly for meat, produce, and dairy items.** The following information must be provided:
- (1) Vendor name.
- (2) Standard document number.
- (3) Date and number of call.