

**DOCUMENT NAME: Purchase Order-
Invoice-Voucher
DOCUMENT TYPE: 22**

1. **Description:** SF-44's are to be utilized for Over-The-Counter (OTC) type purchases only. It must be presented to the vendor at the time of purchase for the required signature of the vendor. SF-44's should not be used when separate transportation or postage charges are involved. SF-44's also cannot be used for recurring items such as annual maintenance, services, cable TV or beeper service. SF-44's can be used when away from the purchasing office or at isolated activities.
2. **Primary Forms:** SF-44, Purchase Order-Invoice-Voucher
3. **Related Forms:** None.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 2204904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Elements</u>	<u>Document Sequence</u>	<u>Suffix</u>
22	04	90	4	F	AB	001	

Note: Position 7 of the standard 13 position document number for this document type must always match position 4.

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line starting with 000.

SAMPLE: 2/F/401/136/30/0/AB/12345/2673

6. FINCEN Critical Processing Requirement:

- a. 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, OPFAC, 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: Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115.

6. a. (7) Total amount (less than \$2,500 for general purposes or \$25,000 for fuel and oil purchases for cutters and aircraft).
 - (8) Accounting data.
 - (9) Ordered by signature.
 - (10) Received by signature.
 - (11) Seller's signature (if no itemized invoice attached).
- b. Units must promptly forward original to Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115. If the original is lost, then a copy should be provided marked with the following statement: "CERTIFIED TO BE ORIGINAL, FOLLOWED BY THE EXPLANATION OF WHAT HAPPENED TO THE ORIGINAL".

7. Other Information:

- a. Use document type 26 when purchasing items for enlisted dining facilities.
- b. On Form SF-44 insert a dash after the 4th digit and after the 7th digit. This will enable Data Entry personnel to more accurately enter the SF-44.

EXAMPLE: 2204-904-FAB001

- c. (1) SF-44s issued to Foreign Payees and signed by the vendor under the Seller Block must designate the currency billed. This should be done by clearly marking the SF-44 as FOREIGN PAYMENT and indicating the type of currency billed beside the amount in the PAYMENT REQUESTED block. The obligation amounts listed in the body of the SF-44 should be recorded on the SF-44 in U. S. Dollars.
- (2) Provide exchange rates in the body of the obligation section of the SF-44 as this assists with properly posting obligations. This also provides a reasonableness check for the payment technician. (See paragraph 8.e. below).

8. FPD Information:

- a. Standard generic input is through the Simplified Acquisitions Applet under the Miscellaneous Icon.
- b. Obligation will transmit electronically via FPD.
- c. The original of the form SF-44 must be mailed to Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115 and should have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"

- d. The SF-44 must be signed by the contracting officer or ordering officer, the purchaser and the seller if the SF-44 is used as the vendor's invoice. The

8 d. (cont'd) seller's signature is not required when the vendor's invoice is submitted for payment.

e. Obligation amounts transmitted via FPD must be in U. S. dollars. These amounts should be based on the current market exchange rate when the order is let. DO NOT transmit a foreign currency amount as this may understate or overstate the obligation and increase the risk of erroneous payment.

9. Document Flow:

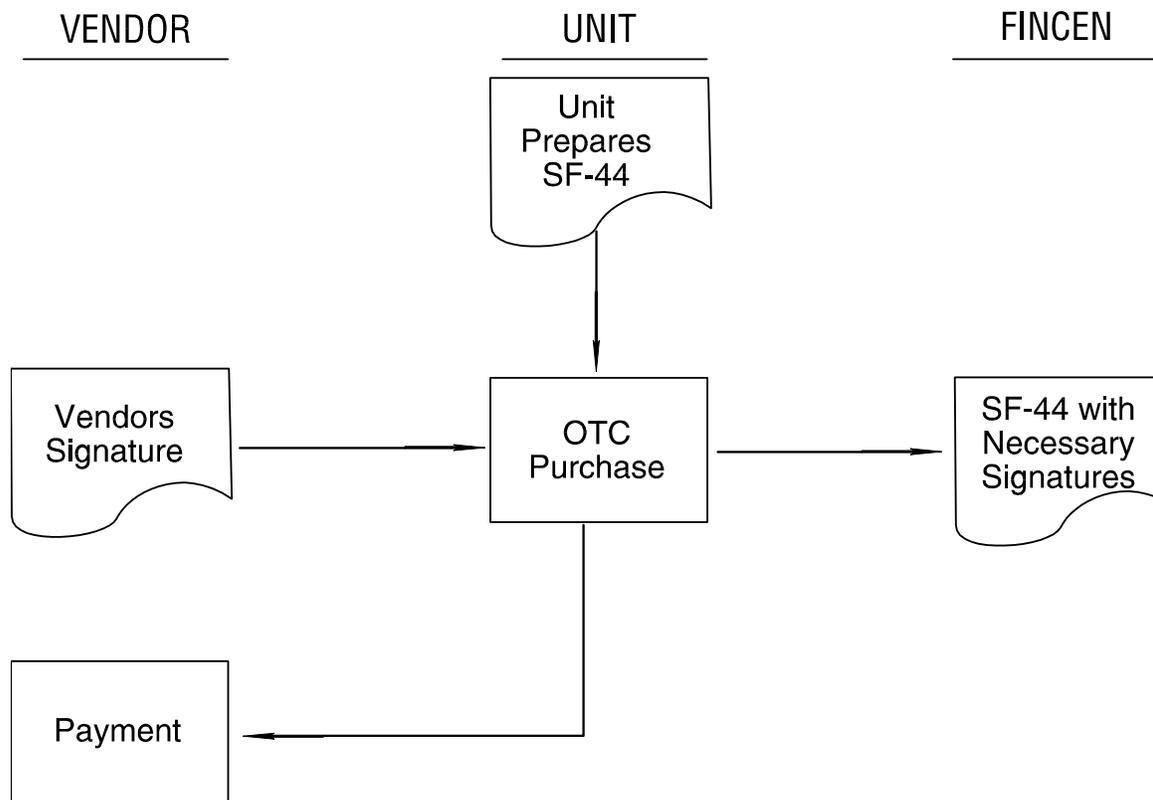


Figure 12D-7 Purchase Order-Invoice-Voucher

a. Figure 12D-7 describes the procedures for processing the Purchase Order-Invoice-Voucher.

b. The dollar limitation on the SF-44's is \$2,500 except for the purchase of fuel and oil for Coast Guard aircraft and vessels which is \$25,000. The Ordered by, Received by and Seller signatures are required to process the document for payment. The vendor's signature is not required if their own invoice is attached to the SF-44. The original SF-44 is forwarded to the Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115, copy one is given to the vendor, and copy four is kept by the unit for their files. Copy three is for use in accordance with local instructions.

c. The FINCEN makes payment to the vendor from the original SF-44

10. Sample Forms: See Figure 12D-8, 12D-9, 12D-9a, and 12D-9b.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
2204904FAB001000	051	04015FHAA	12345	2673	0.00	206.85	00.00	0.00
2204904FAB001000	102F	04029FH0E	12345	2673	0.00	206.85-	00.00	206.85

12. References: COMDTINST M4200.13F, Simplified Acquisition Procedures Handbook

