



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

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DP/CPA

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY (POLICY &
PROCUREMENT), ASA(RD&A)
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
EXECUTIVE DIRECTOR, LOGISTICS POLICY & ACQUISITION
MANAGEMENT (DLA)

SUBJECT: DD Form 250 to Document Receipt and Acceptance of Goods and Services

A review of sampled contract and miscellaneous vendor payments at a DFAS payment activity by the DoD Inspector General found that most receiving reports lacked at least one element of required support. Among those required elements are: the dates of receipt and acceptance; and the printed name, title, phone number, mailing address, and signature (or electronic alternative) of the designated government official(s) responsible for acceptance and approval functions. The lack of proper documentation was generally attributed to the use of forms, such as locally developed forms, that were used to indicate receipt and acceptance of goods and services but were not designed as receiving reports. To ensure proper payment and support of invoice payments, the DoDIG recommended the use of DD Form 250, Material Inspection and Receiving Report, as the primary means for documenting receipt and acceptance of goods and services. FAR 32.905(c), 5 CFR 1315.9(c), and DoD Financial Management Regulation Volume 10, Chapter 1, Paragraph 010109 outline the required information that must be contained on all receiving reports.

Some automated workflow applications and systems, such as Wide Area WorkFlow-Receipt and Acceptance (WAWF RA), electronically process the receipt and acceptance information that is normally recorded on the DD Form 250, and contain all the data elements necessary to meet the requirement for a proper receiving report. We encourage both contractor and government representatives to use electronic processing procedures to submit and process payment requests.

However, there may be limited situations when contractors will not use electronic means to submit their payment requests, and paper-copy documentation for receipt and acceptance of goods and services would be required. In such cases, the authorized government representative should use the DD Form 250 (Aug 2000) as the primary means for documenting receipt and acceptance of goods and services. Guidance concerning the use, preparation, and distribution of



DD Form 250 is contained in DFARS Appendix F. The DD Form 1155 (Dec 2001)-Order For Supplies or Services, and SF 1449 (Rev. 4/2002)-Solicitation/Contract/Order For Commercial Items, which contain all of the required data elements to comply with the Prompt Payment Act, may also be used, when appropriate, to indicate receipt and acceptance. The use of locally developed forms to indicate receipt and acceptance must contain all required data elements. Material Inspection and Receiving Reports (DD 250s) or other acceptance documentation received by DFAS that do not contain the required data elements will be returned to the originator.

Please ensure that personnel in your organization who are responsible for the receipt and acceptance of goods and services are made aware of this requirement. If you have any questions, contact Mr. Richard Wojciechowski on my staff at telephone 703-695-7249 or e-mail richard.wojciechowski@osd.mil.

A handwritten signature in black ink, appearing to read "Deidre A. Lee". The signature is fluid and cursive, with a large initial "D" and "L".

Deidre A. Lee
Director, Defense Procurement