

Standard Form 44

A standard form 44 (SF-44) is a pocket size purchase order form, designed for on-the-spot, over-the-counter purchases of supplies and non-personal services while away from the purchasing office or at isolated activities or areas. It is a multi-purpose form that can be used as a purchase order, receiving report, invoice and public voucher.

The SF-44 may be used if the following conditions exist:

The purchase is limited to \$2,500 or less

The supplies or services are immediately available

Only **one** delivery and **one** payment are to be made

Use of the SF-44 is determined to be more economical and efficient than use of other small purchase methods.

Any authorized government employee may purchase goods or services using the SF-44 method. However, the initials and warrant number of the reviewing contracting officer must be obtained prior to payment processing.

The SF-44 must be processed in one of the following combinations using:

Both the seller's invoice (white) and the receiving report (pink) copies of the SF-44, or

Both the receiving report (pink) copy of the SF-44 and an original invoice issued by the payee.

SF44 Purchase Order Header Screen

SF44's can only be entered RDE if there is an existing vendor code. You cannot use the generic "3444444444" in RDE!

1. Follow steps listed in "Creating the Initial FP Document"
2. Key the following fields:

- **VENDOR CODE** Vendor base code plus the suffix
- **TRANS TYPE** 01 (numeric)
- **DOC TOTAL** Total amount of the payment (must equal all accounting lines)
- **ACCP DATE** Date goods or services were received
- **LOG DATE** Date invoice received at field station
- **VENDOR INV#** Vendor invoice number
- **INV DATE** Date of the invoice
- **SCHED PYMT DATE** Date payment entered into FFS
- **AGENCY HEAD APPRVL** Always a "Y"

STATUS:	DOCID: FP 9 973204M902A
	BATID: SEC2:
	FIELD PAYMENT HEADER INPUT SCREEN
VENDOR CODE: 3001798956 e	TRANS TYPE: 01 DOC TOTAL: 247.00
ACCP DATE: 12 01 2003	LOG DATE: 12 03 2003
VEND INV#: 10350	INV DATE: 12 02 2003
REF DOC#:	INT REASON:
COMMENTS TO PRINT:	DISC LOST REASON:
SCHED PYMT DATE: 12 16 2003	AGENCY HEAD APPRVL: y
DESCR:	PROMPT PAY TYP:
	BFY:
	ACTION:
DISCOUNT %:	/ AMOUNT:
DISCOUNT %:	/ AMOUNT:
DISCOUNT %:	/ AMOUNT:
NAME:	DAYS:
ADDRESS1:	DAYS:
2:	DAYS:
3:	
4:	

3. "Enter" to go to the Line Screen.

SF 44 Purchase Order Line Screen

1. Key the following fields:

- **LN** Digit sequential number beginning with 001; one line exists for each accounting cost structure
- **AMT** Amount to be paid from the accounting cost structure; total of all line amounts must equal Doc Total on the Header Screen
- **BUDGET ORG** Charging organization
- **JOB #** 4 digit subactivity (program) plus the 4 digit project number; Use 0000 if no other project number is identified
- **BOC** Budget object class
- **BFY** Current budget fiscal year
- **DESC** Optional field-key information for field purposes

STATUS:		DOCID: FP	9	973204M902A		
01-		BATID:		SEC2:	000-000 OF 000	
LN:	001	REF DOC:		REFLN:	AMT: 247.00	P/F:
BUDGET ORG:	97320			JOB #:	12610044	BOC: 261a
BFY:	2004	FUND:		ACCP DATE:		LOG DATE:
INT REAS:	INV#:			INV DATE:		LIN TYPE:
DISC LOST REAS:				DESC:		
OUTST OBLIG:				TT:		
02-						
LN:		REF DOC:		REFLN:	AMT:	P/F:
BUDGET ORG:				JOB #:		BOC:
BFY:		FUND:		ACCP DATE:		LOG DATE:
INT REAS:	INV#:			INV DATE:		LIN TYPE:
DISC LOST REAS:				DESC:		
OUTST OBLIG:				TT:		

2. "ENTER" if more lines are needed.

3. Press the "HOME" key to return to the Command Line and key a "Q" to do a quick edit.

4. If the status line displays:

- REJECT (any dollar amount) correct errors and then do another quick edit
- PEND1 (over \$500.01) mail complete original documentation to approving official to process payment
- SCHED (under \$500.01) the next day, verify document shows ACCPT in SUSF. At month end, mail all payments sorted by DCN with a cover memo to approving official for filing purposes.
- HELD (under \$500.01) mail complete original documentation to approving official to process the payment.

5. Keep a copy for your files