

PCPN# FY04-28 Update to Advance Payment Policy

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

In EBUSOPSOFFINST 4200.1A, ENCLOSURE (2), page 62, entitled "LIST OF PROHIBITED AND SPECIAL ATTENTION ITEMS RELATED TO PURCHASE CARD BUYS" the following is hereby changed from:

"Advance Payments

General rule: Except for requirements such as subscriptions for publications (i.e. Navy Times, Federal Contracts Reporter, Commercial Clearing House Inc, etc.) and post office box rentals advance payments are prohibited. Subscriptions must be held to a minimum consistent with operational requirements. Accordingly, each subscription request must contain certification by the senior official at the requesting command that a magazine/periodical is absolutely necessary for operational purposes."

To:

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Exception: Tuition, as authorized by 10 U.S.C. 2396 (a) (3)"

10 U.S.C. 2396 (a) (3) states, " (a) An advance under an appropriation to the Department of Defense may be made to pay for - (3) tuition;"

Tuition is also listed as an exception in SAP policy - NAVSUP 4200.85 (series) under the list of prohibited and special attention items for Simplified Acquisition Procedures.

Further Tuition guidance is contained in DoD Financial Management Regulation (FMR), Volume 10, Chapter 4, "MISCELLANEOUS ADVANCE PAYMENTS" Paragraph 040107 entitled "Tuition", which states: "For instructions on payment procedures, refer to paragraph 120212"

FMR, Volume 10, Chapter 12, Paragraph 120212 Tuition, paragraph C states: "Advance Payment. Advance payment of tuition and other expenses is authorized either when the training facility renders or refuses to render a billing, or advance payment is indicated in Section G on the DD Form 1556. The public voucher will identify the training facility by name and address and indicate the amount and serial number of the check drawn to the trainee for the purposes of books, library, and laboratory services. The original and 2 reproduced copies (front and back) of the Agency Finance/Disbursing copy of the DD Form 1556, copy 6 or 7, must be submitted to the disbursing office to support payment

of the advance. The original Agency Finance/Disbursing copy of the DD Form 1556, copy 6 or 7, will be endorsed by the disbursing officer to reflect the advance payment and will be transmitted with the check to the trainee."

Please send any questions/comments to purchase_card@navsup.navy.mil.

Helpdesk
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