

**SPAWAR Purchase Card Policy Notice (PCPN)
24 March 15 - PCPN 15-001**

Dated: March 24, 2015

**Receipt & Acceptance Supporting Documentation for the NERP MIGO 103 & 105
Transaction to Support Invoice Payments to Vendors**

PURPOSE:

To Meet the FIAR Requirements for Receipt and Acceptance Documentation

PROCEDURES: All supporting documentation for receipt and Acceptance must include:

- (1) Required to acknowledge QUANTITY received on the receiving report
 - a. Circle that the quantity was verified
 - b. Note any discrepancies on the form
- (2) A wet or digital signature
 - a. Include printed or stamped name on the hard copy
- (3) Date
- (4) Upload the document into the 1st line of the PR in the NERP DMS container

Recommendation: The procedure must be implemented NLT 1 April 2015.

If you have any questions regarding this PCAN, please contact the next hierarchy level in your purchase card chain of command.

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