

SUBMISSION OF INVOICES - COST-REIMBURSEMENT, TIME-AND-MATERIALS, LABOR-HOUR, OR FIXED PRICE INCENTIVE

(a) "Invoice" as used in this clause includes contractor requests for interim payments using public vouchers (SF 1034) but does not include contractor requests for progress payments or fixed price incentive contracts.

(b) The Contractor shall submit invoices, except the final invoice, and any necessary supporting documentation, in an original and 4 copies, to the contract auditor at the following address:

Will be completed for each contract

unless delivery orders are applicable, in which case invoices will be segregated by individual order before submitting to the contract auditor. In addition, a copy of the invoice and the Certificate of Performance shall be sent to the COR, all TAs under the order and all claimants under the order. An information copy shall be submitted to Code 02P11A, FISC Norfolk Det. Phila. Following verification, the contract auditor will forward the invoice to the designated payment office for payment in the amount determined to be owing, in accordance with the applicable payment (and fee) clause(s) of this contract.

(c) The contract auditor will certify the invoice and forward it to the paying office for payment. The TAs will review the invoice, any additional supporting documentation, the certificate of performance and the monthly report, and forward their comments to the COR and claimant within five (5) working days of receipt. The claimant will submit their comments to the COR within three (3) working days of receipt of the TA comments. The COR will either forward the properly certified certificate of performance to the contract auditor within five (5) working days of receipt of the claimants comments or notify the contractor about problems found in their invoice/certificate of performance. All TA/claimant reports/comments should be provided electronically.

(d) Final Invoice - The contractor will submit the original invoice and DD Form 250 to the COR for certification and copies to the TAs and claimants. The procedures in paragraph (c) above will be followed, however, the COR will certify the invoice, accept the services using the DD Form 250, forward these two signed documents to the paying office for payment, and send a copy of the two signed documents to the contract auditor.

(e) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoice shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than 7 calendar days between performance and submission of an interim payment invoice.

(f) In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

- (1) Contract line item number (CLIN)
- (2) subline item number (SLIN)
- (3) Accounting Classification Reference Number (ACRN)
- (4) Payment terms
- (5) Procuring activity
- (6) Date supplies provided or services performed
- (7) Costs incurred and allowable under the contract
- (8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided

(g) A DD Form 250, "Material Inspection and Receiving Report", is required with the final invoice submittal.

(h) A certificate of performance is required.

(i) The Contractor's final invoice shall be identified as such, and shall list all other invoices (if any) previously tendered under this contract.

(j) Costs of performance shall be segregated, accumulated and invoiced to the appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLINS/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allocated on a proportional basis.