



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 7200.9C  
N8  
3 November 2000

## COMSC INSTRUCTION 7200.9C

Subj: CERTIFICATION OF GOODS/SERVICES RECEIVED

Ref: (a) Department of Defense Financial Management Regulation, Vol. 10

1. Purpose. To advise of responsibilities and requirements for certification of receipt of goods/services for payment of invoices.
2. Cancellation. COMSCINST 7200.9B.
3. Background

a. Invoices for goods/services provided to the U.S. Government may only be paid upon certification of receipt. Receipt can be certified by authorized personnel in the following ways:

- (1) Personal knowledge of the certifier that goods are received, e.g., the dates and names pertaining to physical custody of goods.
- (2) Custody by certifier of receiving documents signed by an authorized person showing date of receipt.
- (3) Personal knowledge of the certifier that services have been received, e.g., performance under a service contract was satisfactorily completed on a particular date.
- (4) Personal knowledge of the certifier that a work product was received and is complete, e.g., the project manager of a contract requiring delivery of a systems analysis of ADP system documentation has received and approved the work product. Date of receipt and date of approval should be indicated.

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b. The Prompt Payment Act, as defined in reference (a), requires the addition of interest to invoices paid past the due date. Certification of receipt by authorized personnel must be obtained before payment can be approved. Certification on a timely basis is also required to take advantage of discounts offered. Conversely, improper or delayed certification can result in additional cost to the government, e.g., discounts lost, interest payments or payments made for improper invoices.

R) 4. Action. Receipts are done electronically through MSC's Financial Management System (FMS) and all authorized personnel certifying receipt of goods or services shall do so in accordance with the criteria contained in paragraph 3a(1) through (4) of this instruction.

"Signed"  
G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)  
41C (NFAF East/West)  
41D (MSC Offices)  
41E (APMC)