



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SERVICES AGENCY

SEP 29 2007

NAF Contracting Policy Memo 07-C-05

MEMORANDUM FOR ALL BASES

FROM: HQ AFSVA/SVC
10100 Reunion Place, Suite 304
San Antonio TX 78216-4138

SUBJECT: Nonappropriated Funds (NAF) Receiving Guidance for Bases

1. This memorandum provides policy for the creation of receiving reports in the Internet Based Purchasing System (IBPS). Currently users have the ability to change the unit price field within the receiving area. If the line item is not marked as a service item, changing the unit price remains in IBPS and does not update the AFSFMS. While the IBPS software allows for this field to be changed, the policy is that the unit price will not be changed on the receiving report. The only exception is if the line item is marked as a service item. The IBPS software will be revised to make the unit price field read-only, except if the line item is marked as a service item.

2. The official process to update the unit price is as follows:

- a. If the receiving report is against an award, not a call, then prior to creating the receiving report, contact the NAF Purchasing Office that created the award and request a modification be accomplished.
- b. If the receiving report is against a call, prior to creating the receiving report, click the updated call tab. Make the changes and sign the updated call.

The modification or updated call, when properly executed, will interface to the AFSFMS if the base is deployed. This update will also be reflected in the unit price area of the receiving report. Once the modification or updated call has been executed, the user can create the receiving report. If there is a pending receiving report it must be deleted in order for the changes to take effect.

3. This new guidance is of particular importance to all bases converted to the AF Services Financial Management System (AFSFMS), but is applicable to all users. Compliance with this policy is mandatory. Please direct any questions to the IBPS help desk at DSN 487-6931.

A handwritten signature in black ink, appearing to read "William A. Foran".

WILLIAM A. FORAN, YC-03, DAF
Director, AF NAF Purchasing Office