

U.S. Department of  
Homeland Security

**United States  
Coast Guard**



# FSO-PVA Forms



***Food Service Officer – Purchase vs. Allowance***

MAY 2020



# FSO-PVA Forms

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# Purchase vs. Allowance Inventory System Workbook (PVAISW)

Department of Homeland Security U. S. Coast Guard CG-2576 (Rev. 16-09) PVA Inventory System		<b>COAST GUARD DINING FACILITY OPERATING STATEMENT</b>			<b>OPFAC NUMBER</b>  12-34567	
<b>UNIT NAME</b>  USCGC		<b>Class of CGDF</b>  AFLOAT	<b>TYPE OF REPORT</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Relief <input type="checkbox"/> Memorandum		<b>Period Covered</b> From 01-May-20    To 31-May-20	
<b>A. OPERATING STATEMENT</b>			<b>D. SUMMARY OF ACCOUNTS RECEIVABLE</b>			
1. BEGINNING INVENTORY (Line 8, Last Report)		\$ -	28. RECEIVABLES, BEGINNING (Line 39, Last Report)		\$ -	
2. RECEIPTS FROM OTHER CGDFs (Block H)		\$ -	29. SALE SUBSISTENCE ITEMS (Block E)		\$ -	
3. PURCHASES (Block G)		\$ -	30. SALE RATIONS OF MEALS (Block F)		\$ -	
4. TOTAL (1-3)		\$ -	31. CASH ON HAND, Beginning ( Line 35, Last Report)		\$ -	
5. APPROVED SURVEY (Block J)	\$ -		32. CASH IN TRANSIT, Beginning(Line 36, Last Report)		\$ -	
5a. APPROVED FREIGHT (Block K)	\$ -		33. TOTAL (LINES 28-32)		\$ -	
6. SALE OF SUBSISTENCE ITEMS (Block E)	\$ -		34. COLLECT ACKNOWLEDGED. RECEIPT (s)			
7. TRANSFER TO OTHER CGDFs (Block I)	\$ -					
8. ENDING INVENTORY	\$ -		35. CASH ON HAND, End of Period		\$ -	
9. TOTAL (5-8)	\$ -		36. CASH IN TRANSIT, End of Period		\$ -	
10. NET VALUE OF SUBSISTENCE ITEMS CONSUMED (Line 4-9)		\$ -	37. TO BE BILLED ON SF-1080/1081		\$ -	
11. SALE OF RATION AND MEALS (Block F)		\$ -	38. TOTAL (LINES 34-37)		\$ -	
12. CHARGES TO APPROPRIATED FUNDS (Line 10-11)		\$ -	39. RECEIVABLES TO BE COLLECTED BY CGDF (Line 33-38)		\$ -	
13. AVERAGE COST OF RATION (Line 10 ÷ 21)		\$ -	<b>E. SALE OF SUBSISTENCE ITEM</b>			
14. RATIO OF ISSUES TO INVENTORY (Line 6+7+10 ÷ 8)		0.00%				
<b>B. SURPLUS ACCOUNT</b>			<b>SOLD TO</b>		<b>INV. #</b>	<b>AMOUNT</b>
15. CLAIMED	0	x	\$ -	\$ -		\$ -
16. CLAIMED	0	x	\$ -	\$ -		\$ -
17. CLAIMED	0	x	\$ -	\$ -		\$ -
18. SOLD	0	x	\$ -	\$ -		\$ -
19. REIMBURSABLE	0	x	\$ -	\$ -		\$ -
20. SOLD	0	x	\$ -	\$ -		\$ -
			<b>TOTAL:</b>			\$ -
21.	0	=TOTAL NO.OF RATION	Cash Differential:	\$ -	<b>F. SALE OF RATION OF MEALS</b>	
22. TOTAL OPERATING ALLOWANCE (Line 15 through 20)		\$ -	<b>SOLD TO</b>		<b>INV #</b>	<b>AMOUNT</b>
23. NET VALUE OF SUBSISTENCE ITEMS CONSUMED (Line 10)		\$ -	STANDARD MEALS			\$ -
24. UNUSED ALLOWANCE THIS PERIOD (Line 22-23)		\$ -	FULL MEALS			\$ -
25. UNUSED ALLOWANCE FROM LAST REPORT		\$ -	ICA STANDARD MEALS			\$ -
26. ACCUMULATED UNUSED ALLOWANCE END OF PERIOD		\$ -	ICA FULL MEALS			\$ -
27. MAXIMUM ACCUMULATION ALLOWED		10% of Line 22	\$ -			\$ -
<b>C. REMARKS (Cont. on reverse)</b>						
Gov't to Commercial Purch % = 0%			Change Fund = \$ -			
[Please enter remarks in this section]						
			Less Money Order Fee			\$ -
			<b>TOTAL:</b>			\$ -
			<div style="background-color: red; color: white; text-align: center; padding: 20px;">           Ready to Sign and Submit         </div>			



### **Purchases vs. Allowances Testing Procedure:**

CG-3471	Ending Balance, Column 11	\$	-
CG-3471	Beginning Balance, Column 11	\$	-
First Result		\$	-
CG-2576	Line 8, Ending Inventory	\$	-
CG-2576	Line 1, Beginning Inventory	\$	-
Second Result		\$	-
	First Result	\$	-
	Second Result	\$	-
	CG-2576, Line 24	\$	-

REMARKS Block C- Continued:
[Please enter additional remarks in this section]

### G. PURCHASES CONTINUED

(List and subtotal separately by Navy, Other Government Departments and Commercial. Attach additional sheet if required.) EOC, Freight, and Shipping costs added.

NAME OF VENDOR OR ACTIVITY	DOCUMENT NO.	AMOUNT
<b>GOVERNMENT PURCHASES:</b>		
<b>COMMERCIAL PURCHASES:</b>		
<b>TOTAL:</b>		\$ -
<b>ADJUSTMENTS:</b>		





SIGNATURE (Attesting Officer, include title)

XO/XPO Signs Here  
PRIVIOUS EDITIONS ARE OBSOLETE

Breakfast	0 = .00	0 = .00	0 = .00	0 = .00
Lunch	0 = .00	0 = .00	0 = .00	0 = .00
Dinner	0 = .00	0 = .00	0 = .00	0 = .00

Department of Homeland Security U. S. Coast Guard CG-3471 (Rev. 16-09)				<b>DAILY RATION COST RECORD</b>					UNIT NAME  USCGC		MONTH AND YEAR  May-20	
DATE	NUMBERS OF RATIONS			TOTAL RATION (2+3+4)	TOTAL AMOUNT CASH/CREDIT SALE	BASIC DAILY FOOD ALLOWANCE	TOTAL OP. ALL (5x6)	STORE PURCH	DAILY SAVING (7-8)	DAILY LOSS (7-8)	TOTAL SURPLUS (7-8)	REMARKS
	RATION IN KIND Furnished	REIM BUR ISSUE	CASH or CREDI T									
	(1)	(2)	(3)									(4)
B/F												
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
TOTAL												

Department of Homeland Security U. S. Coast Guard CG-2581 (Rev. 16-09)			General Mess <b>ISSUE/SALES SLIP</b>			TYPE OF DOCUMENTATION  <input type="checkbox"/> ISSUE OF STORES <input checked="" type="checkbox"/> SALE OF STORES  <input type="checkbox"/> OTHER (Explain)		
UNIT NAME USCGC			DATE 01-May-20					
ISSUED OR SOLD TO								
REMARKS page 1 of			ACCOUNTING DATA					
ITEM	DESCRIPTION (or individual receipts for meals)	V	QUANTITY	UNIT	UNIT PRICE		EXTENSION	
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
No Line Item								0.00
Grand Total								0.00
ISSUED	VERIFIED	POSTED	SS 01-May-20			RECEIVED BY (for blanket receipts)		
						(Signature)		
(Initials)						(Title)		

PREVIOUS EDITION MAY BE USED.

DATEPRINTED

30-Mar-20

Department of Homeland Security U. S. Coast Guard CG-2581 (Rev. 16-09)			General Mess <b>ISSUE/SALES SLIP</b>				TYPE OF DOCUMENTATION  <input type="checkbox"/> ISSUE OF STORES <input type="checkbox"/> SALE OF STORES  <input checked="" type="checkbox"/> OTHER (Explain) Transfer of stores		
UNIT NAME USCGC			DATE 01-May-20						
ISSUED OR SOLD TO									
REMARKS page 1 of			ACCOUNTING DATA						
ITEM	DESCRIPTION (or individual receipts for meals)	v	QUANTITY	UNIT	UNIT PRICE		EXTENSION		
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
No Line Item								0.00	
Grand Total							0.00		
ISSUED	VERIFIED	POSTED	TS 01-May-20			RECEIVED BY (for blanket receipts)			
(Initials)						(Signature)			
						(Title)			

**United States  
Coast Guard**

**Sales for the month of May-20**

[illegible]

U.S. DEPARTMENT OF HOMELAND SECURITY  U.S. COAST GUARD CG-4901 (Rev. 16-09)	<div>MEAL SIGN-IN SHEET</div>	DATE	1-May-20
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U.S. DEPARTMENT OF HOMELAND SECURITY  U.S. COAST GUARD CG-4901 (Rev. 16-09)	<div>MEAL SIGN-IN SHEET</div>	DATE	1-May-20
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U.S. DEPARTMENT OF HOMELAND SECURITY  U.S. COAST GUARD CG-4901 (Rev. 16-09)	<div>MEAL SIGN-IN SHEET</div>	DATE	1-May-20
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CASHIER: Cashier Name Here

MEAL:	Dinner
-------	--------

MEAL:	Dinner
-------	--------

RECEIVED BY (FSO): [Enter FSO Name Here](#)

STANDARD MEAL RATE	\$ 4.65
--------------------	---------

STANDARD MEAL RATE	\$ 4.65
--------------------	---------

FULL MEAL RATE	\$ 7.70
----------------	---------

FULL MEAL RATE	\$ 7.70
----------------	---------

[illegible][illegible]

PAGE	X	OF	X
CASH AND CREDIT TOTALS:			

Legend		
Standard Meal Rate	<b>AD:</b>	All active-duty Uniformed Service personnel (receiving a subsistence allowance or Per Diem)
	<b>RESO:</b>	Coast Guard Reservists and other military Reserve Component members on orders
	<b>CIVCG:</b>	Coast Guard Federal Civilian Employees (Appropriated fund and NAFA)
	<b>DE1E4:</b>	Dependents of active duty members E-1 through E-4
	<b>NPYG:</b>	Member / Chaperones of Non-Profit Youth Groups
Full Meal Rate	<b>CIVNONFED:</b>	Non-Federal Civilian Employees (i.e. State, Local, Tribal and Territory)
	<b>RESNO:</b>	Coast Guard Reservists and other military Reserve Component members not on orders
	<b>AUXNO:</b>	Coast Guard Auxiliarists and other military Auxiliary Component members not on orders
	<b>CIVOTHFED:</b>	Non-Coast Guard Federal Civilian Employees
	<b>DE5ABV:</b>	Dependents of active duty members E-5 and above
	<b>RET:</b>	Uniformed Service Retirees
	<b>CONT:</b>	Contractors
	<b>OTH:</b>	All others not listed in Standard Meal Rate and authorized by CO/OIC to subsist in the CGDF

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD (Rev. 16-09)		MEAL SIGN IN - DATA ENTRY																
DateMeal		STANDARD MEAL RATE					FULL MEAL RATE								Totals			Reconcile to CG-3123
		AD	RESO	CIVCG	DE1E4	NPYG	CIV NONFED	RESNO	AUXNO	CIV OTHFED	DE5ABV	RET	CONT	OTH	Standard Total	Full Total	Total Meals	
1-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
2-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
3-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
4-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
5-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
6-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
7-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
8-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
9-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
10-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
11-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
12-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
13-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
14-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
15-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
16-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
17-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
18-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
19-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	
	Dinner														0	0	0	
20-May-20	Breakfast														0	0	0	
	Lunch														0	0	0	



U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD (Rev. 16-09)			MEAL SIGN IN - DATA ENTRY																
	Dinner																0	0	0
	Breakfast																0	0	0
21-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
22-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
23-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
24-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
25-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
26-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
27-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
28-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
29-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
30-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast																0	0	0
31-May-20	Lunch																0	0	0
	Dinner																0	0	0
	Breakfast Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lunch Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Dinner Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Month Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Inventory Management Workbook PVA (IMWPVA)

[illegible]

TOTAL

[illegible]

# Individual Credit Account (ICA)

# USCGC

## STANDARD

## FULL

Rate/Rank					Name				Unit			
Serial #					Total							
Full Meal Rate					0001				\$0.00			
					0002				\$0.00			
Breakfast					0003				\$0.00			
Lunch					0004				\$0.00			
Dinner					0005				\$0.00			
Midrats					0006				\$0.00			
					0007				\$0.00			
Standard Meal Rate					0008				\$0.00			
Breakfast					0009				\$0.00			
Lunch					0010				\$0.00			
Dinner					0011				\$0.00			
Midrats					0012				\$0.00			
					0013				\$0.00			
Month/Year					0014				\$0.00			
May-20					0015				\$0.00			
					0016				\$0.00			
Cash Value of Meals					0017				\$0.00			
\$0.00					0018				\$0.00			
					0019				\$0.00			
					0020				\$0.00			
					0021				\$0.00			
					0022				\$0.00			
					0023				\$0.00			
					0024				\$0.00			
					0025				\$0.00			
					0026				\$0.00			
					0027				\$0.00			
					0028				\$0.00			
					0029				\$0.00			
					0030				\$0.00			
					0031				\$0.00			
					0032				\$0.00			
					0033				\$0.00			
					0034				\$0.00			
					0035				\$0.00			
					0036				\$0.00			
					0037				\$0.00			
					0038				\$0.00			
					0039				\$0.00			
					0040				\$0.00			

Price per mea \$	2.55 \$	4.65 \$	4.65	Price per mea \$	4.10 \$	7.70 \$	7.70
	0.20	0.40	0.40		0.20	0.40	0.40
	BK	L	D		BK	L	D
1-May-20	0	0	0	01-May-20	0	0	0
2-May-20	0	0	0	02-May-20	0	0	0
3-May-20	0	0	0	03-May-20	0	0	0
4-May-20	0	0	0	04-May-20	0	0	0
5-May-20	0	0	0	05-May-20	0	0	0
6-May-20	0	0	0	06-May-20	0	0	0
7-May-20	0	0	0	07-May-20	0	0	0
8-May-20	0	0	0	08-May-20	0	0	0
9-May-20	0	0	0	09-May-20	0	0	0
10-May-20	0	0	0	10-May-20	0	0	0
11-May-20	0	0	0	11-May-20	0	0	0
12-May-20	0	0	0	12-May-20	0	0	0
13-May-20	0	0	0	13-May-20	0	0	0
14-May-20	0	0	0	14-May-20	0	0	0
15-May-20	0	0	0	15-May-20	0	0	0
16-May-20	0	0	0	16-May-20	0	0	0
17-May-20	0	0	0	17-May-20	0	0	0
18-May-20	0	0	0	18-May-20	0	0	0
19-May-20	0	0	0	19-May-20	0	0	0
20-May-20	0	0	0	20-May-20	0	0	0
21-May-20	0	0	0	21-May-20	0	0	0
22-May-20	0	0	0	22-May-20	0	0	0
23-May-20	0	0	0	23-May-20	0	0	0
24-May-20	0	0	0	24-May-20	0	0	0
25-May-20	0	0	0	25-May-20	0	0	0
26-May-20	0	0	0	26-May-20	0	0	0
27-May-20	0	0	0	27-May-20	0	0	0
28-May-20	0	0	0	28-May-20	0	0	0
29-May-20	0	0	0	29-May-20	0	0	0
30-May-20	0	0	0	30-May-20	0	0	0
31-May-20	0	0	0	31-May-20	0	0	0
TOTAL	0	0	0	TOTAL	0	0	0

TOTALS								0			0				0			0			
Standard			Full			Standard			Full			Standard			Full						
B	L	D	B	L	D	B		L	D	B	L	D	B		L	D	B	L	D		
1	0	0	0	0	0	0	1							1							1
2	0	0	0	0	0	0	2							2							2
3	0	0	0	0	0	0	3							3							3
4	0	0	0	0	0	0	4							4							4
5	0	0	0	0	0	0	5							5							5
6	0	0	0	0	0	0	6							6							6
7	0	0	0	0	0	0	7							7							7
8	0	0	0	0	0	0	8							8							8
9	0	0	0	0	0	0	9							9							9
10	0	0	0	0	0	0	10							10							10
11	0	0	0	0	0	0	11							11							11
12	0	0	0	0	0	0	12							12							12
13	0	0	0	0	0	0	13							13							13
14	0	0	0	0	0	0	14							14							14
15	0	0	0	0	0	0	15							15							15
16	0	0	0	0	0	0	16							16							16
17	0	0	0	0	0	0	17							17							17
18	0	0	0	0	0	0	18							18							18
19	0	0	0	0	0	0	19							19							19
20	0	0	0	0	0	0	20							20							20
21	0	0	0	0	0	0	21							21							21
22	0	0	0	0	0	0	22							22							22
23	0	0	0	0	0	0	23							23							23
24	0	0	0	0	0	0	24							24							24
25	0	0	0	0	0	0	25							25							25
26	0	0	0	0	0	0	26							26							26
27	0	0	0	0	0	0	27							27							27
28	0	0	0	0	0	0	28							28							28
29	0	0	0	0	0	0	29							29							29
30	0	0	0	0	0	0	30							30							30
31	0	0	0	0	0	0	31							31							31

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3476 (REV. 4/09)		INDIVIDUAL CREDIT ACCOUNT															MONTH AND YEAR  <div style="font-size: 1.2em; font-weight: bold;">May-20</div>				
NAME OF PURCHASER										GRADE AND RATE					UNIT						
0										0					0						
DATE		STANDARD						TOTALS		DATE		FULL						TOTALS		INSTRUCTIONS  THE COAST GUARD DINING FACILITY MAINTAINS THE CG-3476 FOR EACH INDIVIDUAL PURCHASING MEALS ON CREDIT. POST MEAL COLUMNS DAILY. PROVIDE THE COAST GUARD DINING FACILITY WITH THE COAST GUARD DINING FACILITY MEAL RATES TOTAL. THE MEAL RATES TOTAL AT THE END OF THE MONTH OR PRIOR TO THE CREDIT ACCOUNT OF AN INDIVIDUAL AND RECAPITULATE. GIVE THE INDIVIDUAL THE PURCHASER'S RECEIPT AND RETAIN THE CG-3476 IN NUMERIC SEQUENCE IN THE COPIES OF THE MONTH SALES WERE MADE. RETAIN VOIDED CO- 3476'S. DESTROY ALL PREVIOUS EDITIONS OF CG-3476'S.	
		B	L	S	MR	JOOM						B	L	S	MR						
1		0	0	0						1		0	0	0							
2		0	0	0						2		0	0	0							
3		0	0	0						3		0	0	0							
4		0	0	0						4		0	0	0							
5		0	0	0						5		0	0	0							
6		0	0	0						6		0	0	0							
7		0	0	0						7		0	0	0							
8		0	0	0						8		0	0	0							
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29		0	0	0						29		0	0	0							
30		0	0	0						30		0	0	0							
31		0	0	0						31		0	0	0							
TOTALS		0	0	0	0	0	0			TOTALS		0	0	0	0						
RECAPITULATION										DATE PAID											
MEALS	NUMBER			STANDARD			FULL			AMOUNT											
Breakfast	0	0		\$2.55			\$4.10			\$0.00	PAID BY / CHECK NUMBER   PAYMENT RECEIVED BY   SERIALIZED NUMBER 0001										
Lunch	0	0		\$4.65			\$7.70			\$0.00											
Supper	0	0		\$4.65			\$7.70			\$0.00											
Midrats	0	0		\$0.00			\$0.00			\$0.00											
JOOM	0			\$0.00						\$0.00											
VALUE OF PURCHASES ..... TOTAL										\$0.00											
PURCHASER'S RECEIPT FOR CREDIT SALE OF MEALS												MONTH AND YEAR									
MEALS	NUMBER			RATE				AMOUNT													
Breakfast	0	0		\$2.55			\$4.10			\$0.00	DATE PAID   PAYMENT RECEIVED BY   SERIALIZED NUMBER 0001										
Lunch	0	0		\$4.65			\$7.70			\$0.00											
Supper	0	0		\$4.65			\$7.70			\$0.00											
Midrats	0	0		\$0.00			\$0.00			\$0.00											
JOOM	0			\$0.00						\$0.00											
VALUE OF PURCHASES ..... TOTAL										\$0.00											



# Procurement Documents (PR & DHS Form – 1501)

DEPARTMENT OF TRANSPORTATION										PROCUREMENT REQUEST	
PROCESS RAPIDLY										PROCUREMENT REQUEST NO.	
										20-12-34567-008	
										DATE RECEIVED	
										01 May 20	
										1. TYPE OF REQUEST (Check one)	
										A <input checked="" type="checkbox"/> NEW REQUEST	
										B <input type="checkbox"/> CHANGE TO PENDING PR NO. _____	
										C <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
										2. TYPE OF REQUEST (Check one)	
										A <input checked="" type="checkbox"/> NEW REQUEST	
										B <input type="checkbox"/> CHANGE TO PENDING PR NO. _____	
										C <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
3. APPROVALS										4. COORDINATING OFFICER	
										COMMANDING OFFICER	
										USCGC	
										100 Coast Guard Drive	
										Petaluma, CA 94952	
5. APPROVALS										6. DATE REQUIRED	
										01 May 2020	
9. DESCRIPTION OF ITEMS OR SERVICES										8. GOVERNMENT FURNISHED PROPERTY	
										<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If YES, see par. 8 of Instructions on page 2)	
ITEM NO. / AC										ESTIMATED COST	
ITEMS OR SERVICES (Include Description and Quantity)										UNIT PRICE	
1 Meat, Produce, Dairy, Dry and Frozen Provisions										\$0.00	
2 Advance authorization for purchase of subsistence provisions such to support normal CGDF operations for May 2020. In addition to the items specified above, various miscellaneous subsistence inventory replenishment items may be purchased in support of CGDF menus. ALL purchases - in total - are Not-to-Exceed the total amount on this PR for the period specified.										\$0.00	
Period 01 May 2020 through 31 May 2020										\$0.00	
May 1 - May 31 XX Rations x XXXX = XXX.XX										\$0.00	
(Antic. Rations) x (BDFA)										\$0.00	
10% Increase \$XXXX.XX x .10 = \$XXX.XX										\$0.00	
TOTAL										\$0.00	
SYSTEMS DATA										CHECK APPLICABLE QUARTER	
										<input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input checked="" type="checkbox"/> 3RD <input type="checkbox"/> 4TH	
DOCUMENT NUMBER										PROJECT	
TYPE FY P.R. NUMBER SUFFIX										ACCOUNTING AMOUNT	

FORM DOT F 4200.1.2CG (Rev. 2-94)  
PREVIOUS EDITIONS ARE OBSOLETE

Reset

(MANDATORY DHS REQUIREMENT- THE DHS FORM 1501 MUST BE FILLED OUT COMPLETELY. FAILURE TO COMPLY WILL RESULT IN A TIER VIOLATION.)

PURCHASE CARD TRANSACTION WORKSHEET					Reset Form
1. Name of Cardholder: CS2 XXXX	2. Cardholder Telephone Number:	3. Cardholder Email Address:	4. Component: USCG	5. Program/Office: Galley	
6. Requestor Name: CS2 XXXX	7. Requestor Phone Number:	8. Date of Request:	9. Procurement Request Number:		
10. Ship to Address:		11. City:	12. State:	13. Zip Code:	
14. Vendor Name: Various Vendors		15. Vendor POC: See Invoices/Receipts	16. Vendor Phone Number:		
17. Vendor Address: See Invoices/Receipts		18. City:	19. State:	20. Zip Code:	
21. (a) REQUIRED SOURCES for SUPPLIES		(b) REQUIRED SOURCES for SERVICES		(c) SPECIAL APPROVALS NEEDED	
<input type="checkbox"/> 1. Agency Inventories <input type="checkbox"/> 2. Excess Property from other Agencies <input type="checkbox"/> 3. UNICOR <input type="checkbox"/> 4. ABILITY ONE <input type="checkbox"/> 5. Wholesale Supply Sources <input type="checkbox"/> 6. Food Svc: DLA Prime Vendor <input type="checkbox"/> 7. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 8. Optional Use Federal Supply Schedules <input type="checkbox"/> 9. Commercial		<input type="checkbox"/> 1. ABILITY ONE <input type="checkbox"/> 2. Optional Use UNICOR <input type="checkbox"/> 3. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 4. Optional Use Federal Supply Schedules <input type="checkbox"/> 5. Commercial		<input type="checkbox"/> 1. IT Request <input type="checkbox"/> 2. Printing <input type="checkbox"/> 3. Branding <input type="checkbox"/> 4. Legal <input type="checkbox"/> 5. Memberships <input type="checkbox"/> 6. Organizational Clothing <input type="checkbox"/> 7. OGC-Awards <input type="checkbox"/> 8. Office Furniture <input type="checkbox"/> 9. Office Machine Certification <input type="checkbox"/> 10. Conference <input type="checkbox"/> 11. Training (SF182 Required) <input type="checkbox"/> 12. Other (i.e., Bottled water)	
22. Estimated Total:					
23. Reason for Purchase (Please provide a detailed justification for the purchase of the items or services described on the PR Doc. 21, Block 9.):					
Meat, Produce, Dairy, Dry and Frozen Provisions. Advanced authorization for purchase of subsistence provisions such to support normal CGDF operations for May 2020. In addition to the items specified above, various miscellaneous subsistence inventory replenishment items may be purchased in support of CGDF menus. ALL purchases - in total - are Not-to-Exceed the total amount on the PR for the period specified.					
24. FUNDS VERIFICATION OFFICIAL INFORMATION I certify funds are available for purchase.					
Print Funding Official Name:		Signature:		Date (Typed date required):	
ITEM	DOCUMENT		FAR/HSAR/HSAM/COAST GUARD REFERENCE		
A.	PROCUREMENT REQUEST DOCUMENTATION:				
	<input checked="" type="checkbox"/> 1. Fully executed Procurement Request (PR) includes: Accounting Data, Printed/Typed Names & Signatures of FM, AO or Alternate AO and a detailed justification for the purchase.	DHS Purchase Card Manual, HCA-GM 13.0 SAP Guidebook, COMDTINST M4061.5, CG Food Service Manual, CG Personnel Property Management Manual			
	<input type="checkbox"/> 2. A threshold of \$100 is allowed if the amount on the invoice for a purchase exceeds the estimated total amount on the approved DHS Form 1501. Please provide supporting documentation (i.e., email funds verification/AO approval, PR modification) indicating additional funds were available/AO approval obtained prior to the purchase.	DHS P-Card Manual, HCA-GM 13.0 SAP Guidebook			
	<input type="checkbox"/> 3. Vendor Responsibility Determination: The Cardholder affirms that the SAM Excluded Parties List was checked prior to purchase and the vendor was not listed. (Only for purchases over the MPT)	FAR 9.103, FAR 4.1102			
	<input type="checkbox"/> 4. Section 508 Compliant, Hazmat, Energy Star and IT approval.	FAR 23.302, FAR 39.203(c)(2) & 39.204(e)(2), HSAM 3039 & 3053.103 & HCA-GM 13.0 SAP Guidebook			
	<input type="checkbox"/> 5. Quotes or Price/Reasonableness Determination (if applicable).	FAR 13.203(3), FAR 3.106-3(a), HCA-GM 13.0 SAP Guidebook			
	<input type="checkbox"/> 6. Treasury Account Symbol (TAS).	HSAM 3032.702-70 and HCA-GM 13.0 SAP Guidebook			
25. APPROVING OFFICIAL/ALTERNATE APPROVING OFFICIAL INFORMATION I have reviewed the required documentation in item A. I authorize the Cardholder to proceed with the purchase. Email approval for purchase is accepted (Alternate AO must be approved by the HQ Purchase Card Team before approving purchases.)					
Print Approving Official Name:		Signature:		Date (Typed date required):	
B.	TRANSACTION DOCUMENTATION:				
	<input type="checkbox"/> 1. Doc 32 - Purchase Reference Number:	HCA-GM 13.0 SAP Guidebook			
	<input type="checkbox"/> 2. Copy of Convenience Check (C-Check). C-Checks are only to be use as a last resort. Copies of C-Checks shall be sent to CPOPC.	DHS Purchase Card Manual, HCA-GM 13.0 SAP Guidebook			
	<input type="checkbox"/> 3. Special Approvals (See Block 21c)	HCA-GM 13.0 SAP Guidebook and COMDTINST M7100.3 (FRMM)			



<b>C. RECEIPT AND ACCEPTANCE OF SUPPLIES AND SERVICES:</b>																																																				
<input type="checkbox"/> 1. A separate carrier receipt or estimate is issued for freight bills relating to shipping of more than \$100. A separate PR or line item on a PR shall be identified for freight.	DHS P-Card Manual, HCA-GM 13.0 SAP Guidebook																																																			
<input checked="" type="checkbox"/> 2. Invoice/Sales Receipts/Charge Slips	DHS P-Card Manual, HCA-GM 13.0 SAP Guidebook																																																			
<input checked="" type="checkbox"/> 3. Independent third party performs acceptance and forwards receipt within five days of acceptance to the CH.	DHS P-Card Manual, HCA-GM 13.0 SAP Guidebook																																																			
<b>26. ALL THE ABOVE ITEMS HAVE BEEN RECEIVED AND ACCEPTED (THIRD PARTY -- CANNOT BE THE CARDHOLDER OR THE APPROVING OFFICIAL)</b>																																																				
Print Third Party Name: <b>See Invoices/Receipts</b>	Signature: <b>[Signature]</b> Date (Typed date required):																																																			
<b>D. PERSONAL PROPERTY MANAGEMENT:</b>																																																				
<input type="checkbox"/> 1. Property Accountability/Coordination of Reportable Property	COMDTINST 4300.5 (CG Personal Property Management Manual)																																																			
<b>27. PROPERTY CUSTODIAN INFORMATION (PROPERTY ACCOUNTABILITY)</b>																																																				
Print Property Custodian Name:	Signature: <b>[Signature]</b> Date (Typed date required):																																																			
<b>28. PURCHASE CARDHOLDER INFORMATION</b>																																																				
I certify that the purchase card file includes the required documentation for the requested supplies and services, and the transaction is compliant with the DHS Purchase Card Manual policy and procedures.																																																				
Cardholder Signature: <b>[Signature]</b>	Date (Typed date required): Total Amount Paid:																																																			
<p align="center"><b>Purchase Card Transaction Worksheet Guidance</b></p> <p>The following guidance should be used to complete the Purchase Card Transaction Worksheet. This worksheet provides a consolidated source for documenting and tracking purchase card requirements as established by applicable laws, regulations, and guidance. You must retain this form and all supporting documents in a central location for auditing purposes. This worksheet, along with the applicable documentation, should be submitted to the Component's Primary Organization Program Coordinator (CPOPC) for review during the Post Payment Audit process. Please contact the CPOPC for any questions regarding the purchase card program.</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Guidance</th> </tr> </thead> <tbody> <tr> <td>1. Cardholder Name:</td> <td>Name of the actual cardholder making the purchase.</td> </tr> <tr> <td>2. 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Purchase Cardholder:</td> <td>Cardholder signs, enters date of purchase and the total amount paid.</td> </tr> </tbody> </table> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>DHS 1501 Form MUST BE FILLED OUT COMPLETELY. "See the PR" will not be accepted.</li> <li>Copy of the SF-182 is required for all training classes. (DHS Requirement)</li> <li>Courier Certificate is needed while performing purchasing duties while on TDY or travel outside of permanent duty station. Certificate must be included in the purchase card file.</li> <li>Alternate Approving Official must be approved by the HQ Purchase Card Team before approving purchases. Approval must be included in the purchase card file.</li> <li>If FMIAO gives email approval for purchase, a copy of the email indicating approval must be included in the purchase card file.</li> <li>OMB A-123 requires that separation of duties among key functions such as making purchases (CH), authorizing purchases and payments (AO) and certifying funding (FM).</li> </ul>		Field	Guidance	1. Cardholder Name:	Name of the actual cardholder making the purchase.	2. Cardholder Telephone Number:	Phone number of the cardholder.	3. Cardholder Email Address:	Email address of the cardholder.	4. Component:	Component where the cardholder works.	5. Program/Office:	Physical location where the cardholder works.	6. Requestor Name:	Name of person requesting the supplies/services.	7. Requestor Phone Number:	Phone number of person requesting the supplies/services.	8. Date of Request:	Date the requestor submits the request.	9. Procurement Requisition Number:	Unique number to identify the transaction. 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**USCG Training Center Petaluma**  
**Culinary Specialist School**

599 Tomales Rd.

Petaluma, CA 94952

POC: CS "C" School Course Chief

(707) 765-7940

