

UNIT 5. PURCHASING

Lesson 2. Process Receipts

Introduction

Lesson Overview	This lesson describes the process of recording receipts in your PVAISW.
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Objective(s)	After this lesson, students should be able to: <ul style="list-style-type: none">• Correctly record receipts/invoices in your PVAISW
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References	<ul style="list-style-type: none">• Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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Lesson Structure

Lesson Structure and Required Materials

This table explains this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Adam Shelton at Adam.C.Shelton@uscg.mil


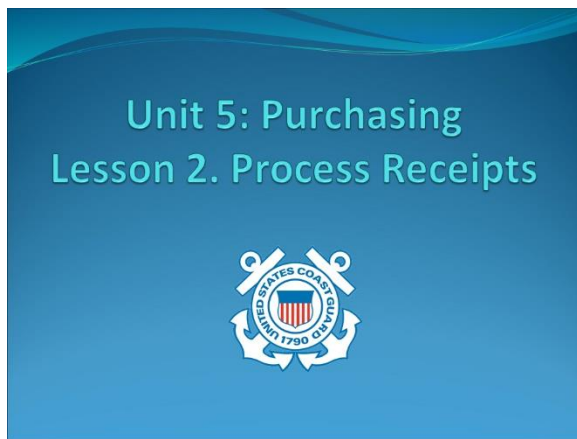
Lesson Title	Lesson 2. Process Receipts
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> Expect this lesson to take approximately 1 hour
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> JA, "How to Process Receipts" Paper forms from packet: <ul style="list-style-type: none"> CG-3471 and CG-2576
1. Develop Knowledge	This lesson begins with an online PowerPoint presentation and is followed by a Demonstration Video which shows how to fill in the forms. See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Practice	This practice offers a chance to practice entering receipt information into the proper forms. It is a chance for instructor input before you attempt the PTC. See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in processing receipts. See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	

Knowledge Development: Process Receipts

**Instructions:
Online
Presentation**

1. Access paper Job Aid, “How to Process Receipts” in your Job Aid Booklet.
 2. Go to milSuite.mil
 3. Locate Unit 5. “Purchasing”, Lesson 2. “Process Receipts”
 4. Click on “Knowledge Development” link
<https://www.milsuite.mil/book/groups/fso-pva-course>
 5. Click “Knowledge Development” link under Unit 5 Lesson 2
 6. Listed on this screen are the materials you need to complete the presentation, including:
 - LECTURE U5L2 Process Receipts
 - DEMONSTRATION Process Receipts
 7. Optional: After viewing presentations, refer to the slides in this section as a refresher.
 8. Email instructor with any questions, if needed.
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Process Receipts Slides



Objective(s)

- Once you have completed this lesson, you should be able to:
 - Correctly record your receipts/invoices in your PVAISW

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Process Receipts Basics

- All receipts must have a Third-Party Signature containing the following:
 - Name (not the purchaser)
 - Title
 - Date
 - Signature
 - Unit Contact Phone Number
- This Third-Party Signature on each receipt/invoice satisfies the DHS requirement and negates having the Third-Party Signature on the DHS-1501.
- Signature must be on the receipt/invoice itself.
- Recommend the unit purchase a stamp with the 5 requirements for convenience.

Process Receipt Slides, Continued

Process Receipts Basics cont.

- All receipts must be listed on your monthly CG-3471, Daily Ration Cost Record, located within your PVAISW.
- Total receipt/invoice amount for each purchase is entered into column 8, Stores Purch

Department of Homeland Security U.S. Coast Guard CG-3471 (Rev. 10-08)										VENDOR NAME		RECEIPT AND TOTAL	
DAILY RATION COST RECORD										STORE		Date: ()	
LINE NO.	NUMBER OF RATIONS			TOTAL RATIONS	TOTAL AMOUNT	BASIC ALLOWANCE	DAILY FOOD	TOTAL GIP G&L	STORE PURCH	DAILY SALES	DAILY GIPSA	TOTAL RECEIPTS	REMARKS
	IN HAND	ISSUED	RECEIVED										
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													

Process Receipts Basics cont.

- All receipts/invoices must be listed on your monthly CG-2576, CGDFOS, located within your PVAISW.
- Vendor name, receipts/invoice number and the total receipt/invoice amount for each purchase is entered into Block G, Purchases

INVOICE BY IN-2576 (Rev. 10-08)		
G. PURCHASES		
(List and subtotal separately Navy, Other Government Departments and Commercial. Attach additional sheet if required (EOC, Freight, and Shipping costs added).		
NAME OF VENDOR OR BUSINESS	RECEIPT NO.	AMOUNT
GOVERNMENT PURCHASES:		
COMMERCIAL PURCHASES:		
Calumet		\$ 49.52
Tractor Parts		\$ 125.78
White Foods		\$ 125.98

Audit of Purchases

- Supporting Documentation:
 - Purchase receipt
 - Menu
 - PR
 - DHS-1501
- In the event of an audit, engage FINCEN CS liaison for guidance.




Process Receipts Slides, Continued

Audit of Purchases

Audit request sources:

- PCA
- FINCEN
- DHS



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Summary and Review

- Must have Third Party sign and date your receipt/invoice
- Enter the total amount of your purchase into column 8 of the CG-3471
- Enter the Vendor name, Receipt/Invoice Number, and total amount into Block G of your CG-2576

Questions?

- If you need clarification on this lesson, direct your questions to your instructor, CSCS Adam Shelton at TRACEN Petaluma.
 - Phone: 707-765-7427
 - Email: Adam.C.Shelton @uscg.mil

Practice: Process Receipts

Instructions: Practice


Access Practice Materials Online

1. Access paper Job Aid, “How to Process Receipts” in your Job Aid Booklet
2. Go to milSuite.mil
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Click “Practice” link under Unit 5 Lesson 2
4. Listed on this screen are the materials you need to complete the presentation, including:
 - a. PVAISW
 - CG-3471
 - CG-2576
 - b. List of receipts below

Complete Practice

5. Use the following receipts to make additions to the CG-3471 and CG-2576.

	
GROCERY	
OATMEAL	\$50.00
RASPBERRY	\$50.00
HONEY	\$52.24
SUBTOTAL	\$152.24
TAX	\$0.00
TOTAL	\$152.24
05/15/2020	
MGR: Thomas F. Taylor (415)555-8284 San Francisco, CA	
THANK YOU FOR SHOPPING AT CASH AND CARRY!	

	
STORE MGR: JESS BROWN (415)555-8440 SAN FRANCISCO, CA	
THANK YOU FOR SHOPPING WITH US!	
GROCERY	
BEEF RIBEYE	\$250.00
DUCK BREAST	\$250.00
PORK RIBS	\$5.00
SUBTOTAL	\$505.00
TAX	\$0.00
TOTAL	\$505.00
05/15/2020	
THANK YOU FOR SHOPPING AT SAFEWAY	

Continued next page

Practice: Process Receipts, Continued

Instructions:
Practice,
CONT.

6. Completed Practice Forms

Create EMAIL to instructor CSCS Shelton
(Adam.C.Shelton@uscg.mil):

- Subject: U5L2 PRACTICE (Your Last Name)
- Attachment: Your practice doc(s)
- Body of Email: Include this description
 - Unit/Lesson # and Practice (U5L2 Process Receipts)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Practice

13. Your instructor will contact you with feedback using the email and phone number you included in your email.

14. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.4. Pursue action determined with instructor in Step 3.

End of Practice

Assessment: Process Receipts

Instructions: Assessment

If you are ready to complete your Assessment activity, follow the instructions below.

Access Assessment Materials Online

1. Access the paper Job Aid, “How to Process Receipts” in your Job Aid Booklet.
2. Go to milSuite for assessment materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Click “Assessment” link under Unit 5, Lesson 2
4. Listed below are the materials you need to complete your assessment activity, including:
 - a. PVAISW
 - CG-3471 and CG-2576
 - List of receipts on next page

Complete Assessment

5. Use the receipts on the next page to make additions to the CG-3471 and CG-2576.
6. Save your CG-3471 and CG-2576 as pdf files named:
 - CG-3471 – ProcReceipts - ASSESSMENT (Your last name)
 - CG-2576 – ProcReceipts - ASSESSMENT (Your last name)

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Assessment: Process Receipts




GROCERY

ICE TEA	\$500.00
LOBSTERS	\$1000.00
POP TARTS	\$1000.00
VANILLA ICE CREAM	\$234.28
SUBTOTAL	\$2734.28
TAX	\$0.00
TOTAL	\$2734.28

06/19/2020

MGR: Hannah Shaw (609)555-2011 Stafford Township, NJ

THANK YOU FOR SHOPPING AT COSTCO!



Mgr: J. Clayton Smith (732)555-7000 Ocean, NJ

GROCERY

BEEF TENDERLOIN	\$100.00
HORSE RADISH SAUCE	\$7.34
SUBTOTAL	\$107.34
TAX	\$0.00
TOTAL	\$107.34

06/19/2020

THANK YOU FOR SHOPPING AT WEGMANS

Assessment: Process Receipts, Continued

Instructions for Assessment, CONT.

Submit Completed Assessment Forms

7. Completed Assessment Forms

Create EMAIL to instructor CSCS Shelton
(Adam.C.Shelton@uscg.mil):

- Subject: U5L2 ASSESSMENT (Your Last Name)
- Attachment: Your assessment doc(s)
- Body of Email: Include this description
 - Unit/Lesson # and Assessment (U5L2 Process Receipts)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Assessment

8. Your instructor will contact you with feedback using the email or phone number you included in your email.
9. Instructor feedback on your assessment:

IF	THEN
Your assessment was correct	Congratulations! You are proficient in this skill!
Your Practice had errors.	<ol style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.4. Pursue action determined with instructor to successfully complete assessment

End of Assessment