



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

DESC-CPA

JUN 27 2003

CONTRACTING INSTRUCTION (CI): 03-12
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: DEPI Part 32.702(101), Certification of Funds and Revised Form FL45

The DEPI coverage found at 32.702(101), Certification of Funds and the Form FL45 have been updated and are hereby attached. The updated FL45 supersedes the Nov 01 version and the FL45A, Nov 01 version. The two forms are combined into one.

This CI is effective immediately and expires upon inclusion in the DEPI. The updated FL45 will be posted to the Q drive. Point of contact is Susan Vaughn, extension 7365.

Gabriella M. Earhardt

GABRIELLA M. EARHARDT
DESC Center Senior Procurement Official

Attachment
DEPI coverage w/tracked changes
Form FL45



SUBPART 32.7 - CONTRACT FUNDING

32.702 Policy.

(101) Certification of funds.

(a) Except as indicated in paragraph (d) below, all proposed contract awards or modifications to existing contracts which are to be funded by the Defense-wide Working Capital Fund (DWCF) will be coordinated with DESC-RB. Coordination shall be completed within one work day for requests submitted to DESC-RB prior to 3 p.m. on the day submitted. Coordination will be obtained on Form Letter 45 (FL 45) prior to release of any contract award or modification creating a monetary obligation, including modifications issued pursuant to a contract's EPA provisions.

(b) FL 45 will be forwarded to DESC-RB for coordination, along with an advance copy of the award message, contract, or modification. The advance copy shall include the accounting and appropriation data. After coordination, DFAS will receive finalized copies of all award documents or contract modifications.

(c) After coordination, the contract specialist will file the original FL 45 under tab 38 of the contract file for contract awards, or under tab 45 with the applicable modification and support data.

(d) The requirement for certification of funds described in paragraph (a) above does not apply to the following:

(1) Contracts consisting exclusively of military service funded items.

(2) Contracts consisting exclusively of other agency (civilian) funded items. Under a Bunkers contract, items submitted by a non-DWCF funded activity need not have funds committed on an FL45 although a DWCF funded activity may use that item during the life of the contract.

(3) EPA modifications for Continental United States (CONUS) PC&S contracts (finalized copies will be forwarded to DESC-RB for their records).

Inter-Office Memorandum

IN REPLY
REFER TO

DESC- / /

Date:

SUBJECT: Certification of Funds (DEPI 32.702(101))

TO: DESC-RB

1. Please certify funds on the following:

Purchase Request Number: SP0600- - SP0600- - SP0600- - Amendment No.:

(PRs with "SC0600" are no longer valid IAW CI 99-12.)

Contract Number: SP0600- - - Modification No.:

Contractor:

Contract Period: [mm/dd/yyyy] thru

Contract Price Adjustment effective:

Unit price is increased decreased by \$ (EPA Clause B)

| <u>CLIN/Product</u> | <u>Quantity/USG</u> | <u>Unit Price (USD/USG)</u> |
|---------------------|---------------------|-----------------------------|
| | | \$ |
| | | \$ |
| | | \$ |

OR See Attached

Current year total estimated dollar value (excluding escalation): \$

CONTRACT SPECIALIST

FROM: DESC-RB

DATE:

TO: DESC-

I certify that funds in the amount of \$

are available and a commitment has been recorded, chargeable to fund cite

97X4930.5CFO 01 25.2 S33150 (for services)

are available and a commitment has been recorded, chargeable to fund cite

97X4930.5CFO 01 26.1 S33150 (for product)

are available and a commitment has been recorded, chargeable to fund cite

97X4930.5CFO 01 22.1 S33150 (for transportation)

funds have been provided to DESC via MIPR _____

have been recorded for decommitment.

Funds Certifying Officer

DESC-RB