



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

7500
FMO

SEP 25 2007

MEMORANDUM FOR DISTRIBUTION

Subj: WIDE AREA WORKFLOW FUNDING DOCUMENT INSTRUCTIONS FOR FUNDS ADMINISTRATORS

Encl: (1) Sample Funding Document with Local Processing Officer
Department of Defense Activity Address Code (DoDAAC)
Correctly Cited

The Navy's transition to Wide Area Work Flow (WAWF) requires invoices to be electronically routed by the DoDAAC of the certifying office, so that the responsible Navy Local Processing Officer (LPO) can complete invoice certification. Some Navy WAWF invoices have not been processed and other invoices have been delayed due to an incorrect LPO DoDAAC or no LPO DoDAAC cited on an awarded contract. The LPO DoDAACs referenced on the contract are used by vendors for accurate submission of their invoices in WAWF.

In order to assist the contracting office cite the correct LPO DoDAAC on contract awards resulting from a request for contractual procurement via the Request for Contractual Procurement Navy Comptroller Forms 2276 or 2276A and to insure timely invoice processing; funds administrators must identify the correct LPO DoDAAC on these funding source documents in block 15.D (description field), following all ACRN line items descriptions.

My point of contact is Mr. Alberto Parra, WAWF lead for ASN(FM&C), DSN 325-6736 or Commercial (202) 685-6736.

A handwritten signature in black ink, appearing to read "Mark E. Easton".

MARK E. EASTON
Director
Office of Financial Operations

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Subj: WIDE AREA WORKFLOW FUNDING DOCUMENT INSTRUCTIONS FOR
FUNDS ADMINISTRATORS

Distribution: (Cont'd)

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1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.						2. DOCUMENT NUMBER HEVAS607RCRC305	
3. REFERENCE NUMBER	4. FUNDS EXPIRE ON 30-SEP-07	5. DMB RATING	6. PRIORITY	7. DATE REQUIRED 18-OCT-07	8. AMENDMENT NO. 00		
9. FROM STEEL Steelecase, Inc 901 44th Street SE Grand Rapids, MI 49505				10. FOR DETAILS CONTACT: Linda Scott 678 364-6314			
11. TO: <input type="checkbox"/> MODOF Modern Office 8055 Hamilton Road Eden Prairie MN 55344 Phone: 800-443-5117				12. MAIL INVOICES TO: SOFTP SoftPro Books 197G Epsilon Post Road West			

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPROPRIATION	C. SUBHEAD	D. OBJ. CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	9770100	62AA	000	EVA86	0	066666	2D	ORC008	EVA8671150EQ	40.00
AB	9770100	62AA	000	EVA86	0	066666	2D	ORC305	EVA8671150EQ	50.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.	L. TOTAL THIS DOCUMENT	\$90.00
	M. CUMULATIVE TOTAL	\$90.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED
 THESE ITEMS ARE ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND
 REQUIRED INTERSERVICE SCREENING HAS HAS NOT BEEN ACCOMPLISHED

A ACRN	B ITEM	C. FSC	D. DESCRIPTION (NAT STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		TEST TDR066-EVANS	2		20.00	40.00
AB	2		TEST TDR066-EVANS LSD D0B2RC NISSAL CONTACT PHONE # (XXX) XXX-XXXX	0		.00	50.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS

I. GRAND TOTAL	\$90.00
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17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.	AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)	DATE
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HERewith.	ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)	DATE