

**Military Traffic Management Command (MTMC)**

**Transportation Financial Management System – MTMC (TFMS-M)**

**Standard Operating Procedures**

**Purchase Requisitions**

**Version 1.1**  
**January 7, 2003**

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## **Purchase Requisitions**

### **1 PURPOSE**

The Requisition function of the Oracle Purchasing module will be used to generate and record all commitments within TFMS-M. MTMC uses the term “commitment” interchangeably with “requisition”. The requestor first creates a requisition, by entering an online requisition in TFMS-M. Certain requisitions require the additional step of creating a document in the Form Flow system (Form Flow) and attaching it to the requisition. The requisition must pass a funds checking step that checks and reserves amounts against the budget established at the beginning of the fiscal year. The requestor then submits the requisition for approval. Approvals are electronically routed using the workflow notification system based on the requestor position in the MTMC command. The approver reviews the requisition for completeness and accuracy and can reject, approve, or approve & forward the requisition for additional approvals. Once the requisition has been approved the requisition will generate a Commitment entry in the General Ledger and automatically be made available for the Purchase Order process. MTMC uses the term “Obligation” interchangeably with “Purchase Order”. The requestor is notified of the approval results.

The following Requisition Type table describes the MTMC types of requisitions:

<b>Requisition Type</b>	<b>Description</b>	<b>Form Flow #</b>
INTERFUND	INTERFUND	
Local Travel	Local Travel	DD 1165
MIPR	Military Inter Departmental Purchase Request	DD 448
PCS	Permanent Change of Station	DD 1614
PCV	Pre-Certified Voucher	SF 1034
PR&C	Purchase Request and Commitment	DA 3953
Purchase Card	International Merchants Purchase Authorization Card (IMPAC)	
TDY	Travel	DD 1610
TRAINING	Training	DD 1556

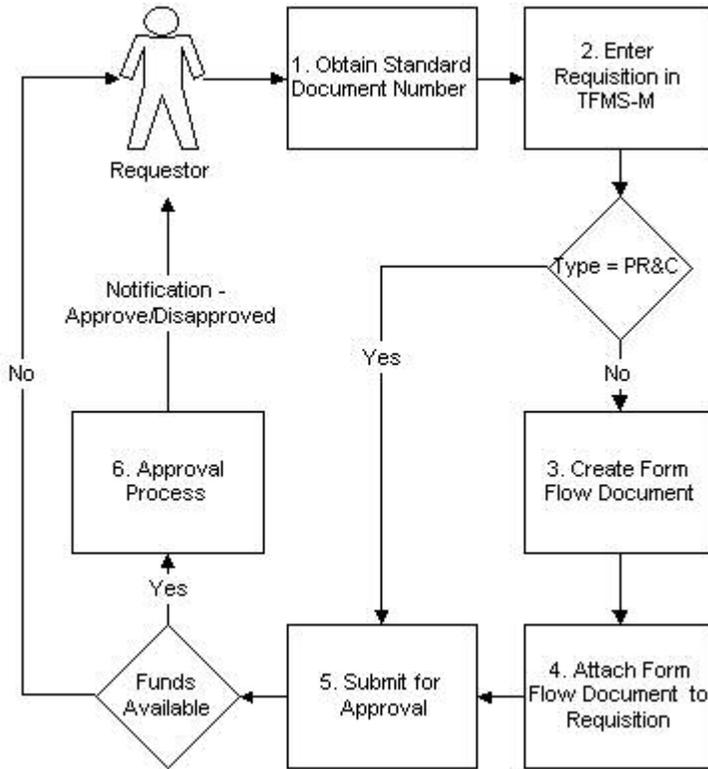
### **2 ADDITIONAL REFERENCES**

- TFMS-M Basic Navigation Manual
- TFMS-M Purchasing Manual (PO), Requisitioning

## 3 OVERVIEW

The following diagram illustrates the steps the user will perform to create a requisition:

### PO – Create Requisition



#### 3.1 (Step 1). Obtain Standard Document Number

The requestor is responsible for obtaining a standard document number (see section 7 TWCF/APF Standard Document Number Formats) prior to the entry of the requisition. This number is a unique fourteen characters number that will generally become the Purchase Order number for the Obligation. The standard document number is entered into the DFF (Data Flexible Field) on each of the lines of the requisition as well as the Form Flow document.

#### 3.2 (Step 2). Enter Requisition in TFMS-M

Requestors enter requisitions by filling in the appropriate fields.

See section 4 Instructions – General.

See section 6 Specific Requirements By Requisition Type.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 3.3 (Step 3). Create Form Flow Document

For all requisitions that require a Form Flow document (see Requisition Type table in section 1 above) the user prepares the Form Flow document using information from the requisition. See section 6 Specific Requirements By Requisition Type for further details.

### 3.4 (Step 4). Attach Form Flow Document to Requisition

Once the Form Flow document is completed the document should be saved and attached to the requisition. See section 4.5 Attachment, for detailed instructions on how to attach a Form Flow document to the TFMS-M requisition.

### 3.5 (Step 5). Submit for Approval

The requestor is always required to check the reserve funds field. The system checks the availability of funds for the Project/Task, Expenditure, and organization and returns an immediate message to the requestor. If the fund checking fails the requestor needs to first check the requisition information to confirm that the information was entered correctly. All funds inquiries can be routed to the Budget Department for help in determining proper classifications. The requisition is automatically routed to the Approval Process upon successful completion of the funds checking process

### 3.6 (Step 6). Approval Process

The submitted requisition is automatically routed to an approver based on the requisition requestor and the MTMC command structure. The approver is responsible for the following:

- Completeness and accuracy of the requisition.
- Required Form Flow documents and other required supporting documents attached.
- Requisition agrees with attached documents.
- Electronic signature added to Form Flow documents where applicable.
- Funds Certification. The proper Project, Task and Expenditure information has been entered.
- Authority for the purchase of goods or services.

If the requisition is rejected the approver routes the requisition back to the Preparer for the appropriate changes and the requisition is submitted for approval again. Upon final approval of the requisition funds are committed.

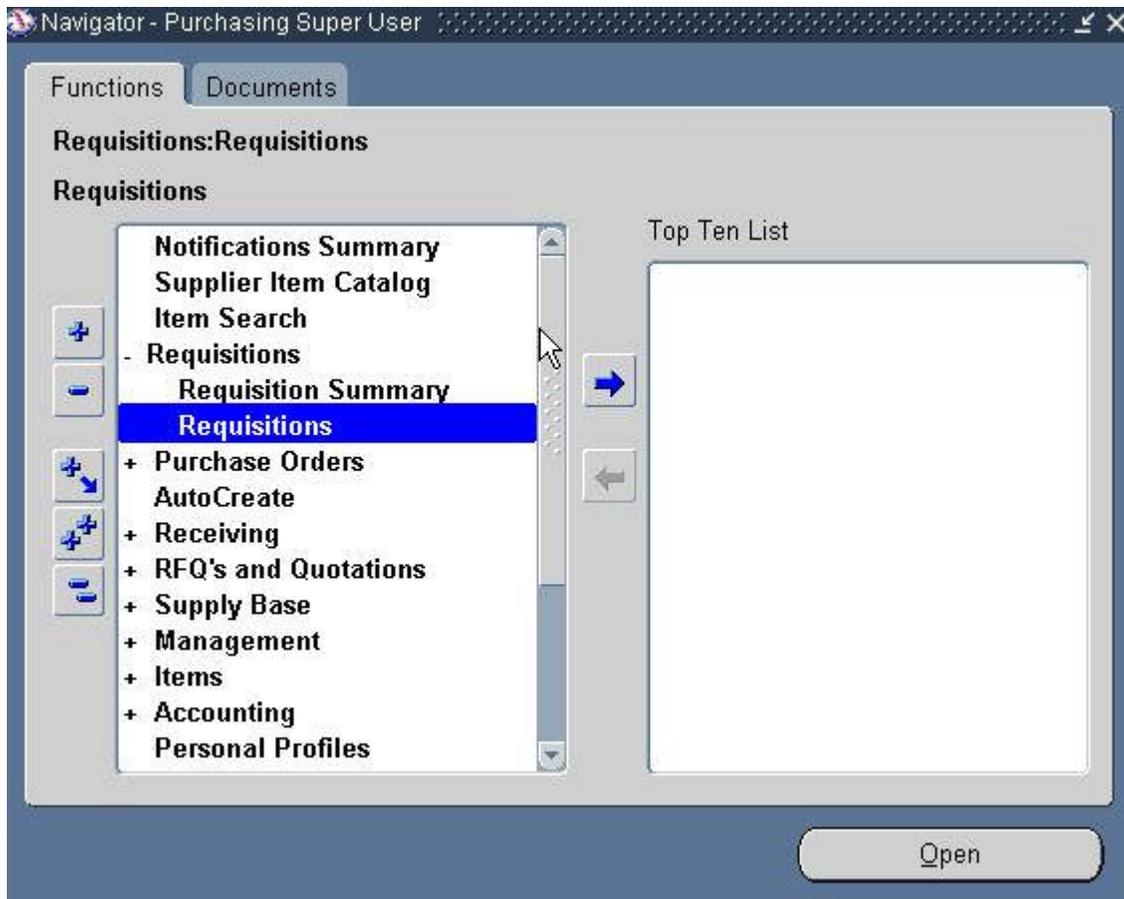
Note: An approver is held responsible as the “Authorized Certifying Officer”. DFAS requires a signed DD577 form on record. Please contact MTMC-Budget for additional information if you have any questions regarding the approver authority. If a requisition is routed to an approver who does not have the “Authorized Certifying Officer” authority the approver needs to approve and forward to an approver with the required authority.

## 4 Instructions – General

These following instructions apply to all requisitions entered into TFMS-M.

Navigate to the Requisitions window from the menu, by selecting Requisitions, Requisitions from the Navigator window.

## TFMS-M Standard Operating Procedures – Purchase Requisitions



Double click to access the Requisition Header window.

### 4.1 Header

When a user navigates to Requisitions from the Navigator menu, the following Enter Transaction Events window displays:

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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Enter Transaction Events

Form Activity **Requisitions**

Transaction Event **Requisitions**

Transaction Code **Commitments** ...

Do not display this window again

OK Cancel

Click on Transaction Event list of value icon. The system defaults Transaction Event field to Requisitions and Transaction Code field to Commitments.

Note: Do not enable the “Do not display this window again” checkbox. If this is done it is necessary to close out of the Requisition form and navigate back to it.

Select OK button to proceed to the following Requisitions window:

## TFMS-M Standard Operating Procedures – Purchase Requisitions

In the table below, required fields are displayed with a yellow background and display only fields are displayed with a grey background.

The following Requisitions – Header table outlines the requisition information:

Requisitions – Header	Instructions	Comments
<i>Upper part</i>		
Number	System assigned when record is saved.	Display Only. Record this number in the FormFlow remarks sections.
Type	“Purchase Requisition”	Defaults
Preparer	User who prepared requisition.	Display only.
Description	Enter a summary description for requisition.	This description is used to help locate requisitions.
Status	Incomplete	Defaults.
Total	Displays currency format and sum of all requisition lines.	Display only.
Transaction Code	Select “Commitments” from list of values.	Required.
[ _ ] (Data Flex Field)	Click on the field to select a Requisition Type.	See section 4.1.1 Header – DFF Requisition Type section for further details.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

Requisitions – Header	Instructions	Comments
<i>Requisition Lines (Tabs)</i>		
Items (Tab)	Use the Items tabbed region in the Requisitions window to enter requisition line information	See section 4.2 Item (Tab) for further description.
Source Details (Tab)		Not used at this time.
Details (Tab)		Not used at this time.
Currency (Tab)	Defaults to US Dollars currency. MTMC standard	Not used at this time.
<i>Lower part</i>		Used to default to the line information. May change for each line.
Destination Type	“Expense”	Required. Defaults.
Requestor	Same as Requestor.	Required. Defaults to user preparing requisition. See Perparer field above.
Organization	“MTMC GLOBAL”	Required. Defaults.
Location	Enter the requestor location.	Required. Defaults from employee record
Subinventory		Not used at this time.
Source	“Supplier”	Required. Defaults.
Supplier	Enter the supplier.	Optional. Select supplier or employee for payment.
Site	Enter the site location if applicable.	Optional. Select site. Note: Employees have address and government charge card site.
Contact	Enter supplier contact or select from List of Values..	Optional.
Phone	Enter supplier phone or select from List of Values.	Optional
<i>Buttons</i>		
Catalog... (Button)		Not used at this time.
Distributions...(Button)		See section 4.3 Distributions
Approve (Button)		See section 4.7 Submit for Approval

A window field prompt describes each field by telling you what kind of information appears in the field or what kind of information you should enter in the field.

Fields are color coded to indicate their type:

- White Fields - allow data entry
- White Fields with ‘’ (three tick marks at the end of field) indicate a list of values for selection is present.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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- Yellow Fields - require data entry
- Gray Fields with Black Text - are display-only
- Gray Fields with Gray Text - are disabled
- Blue Fields - indicate fields to use in Query-Enter mode

Note: Yellow Fields (required) must be completed before the user can navigate to other fields. All required fields must be completed before the requisition can be saved.

The user can select the save icon, at any time, to permanently save the requisition information. Enter the system assigned requisition number in the accounting classification section of the Form Flow document.

The following Requisition Status table lists the available requisition status options:

Requisition Status	Description
Approved	An approver with sufficient authority approved the requisition. A buyer can now place the corresponding requisition lines onto purchase orders.
Cancelled	A requisition preparer cancelled the requisition.
In Process	The preparer completed the requisition and submitted to the approval process. No approvals have been made.
Incomplete	The requisition is incomplete and the preparer has not yet submitted the requisition to an approver.
Pre-Approved	At least one person with sufficient authority approved the requisition.
Rejected	The approver rejected the requisition. Purchasing returns the entire requisition to the preparer.
Returned	The buyer return the requisition. Purchasing returns to the preparer all requisition lines within the same requisition that are not on a purchase order.

### 4.1.1 Header – DFF Requisition Type

When the requisition header data flex field (displayed as [ ]) is selected the following window appears:



Note: Requisition Type TDY will have additional fields. See section 4.1.2 Header – DFF Requisition Type - TDY (Travel) for further details.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

Select the List of Value (LOV) icon to display the following list of MTMC requisition types.



Select by highlighting (clicking) the desired requisition type. Click OK to close the LOV and return to the DFF Requisition Header window to confirm the requisition type selected is displayed.

### 4.1.2 Header – DFF Requisition Type - TDY (Travel)

When the TDY requisition type is selected the following additional TDY fields are displayed.

Requisition Type	TDY	(DD 1610) Travel
TRAVELER'S NAME	Stachkunas, Ms. Kathleen A	
Approx No Days of TDY	4	
Proceed Date	13-JAN-2003	
ITINERARY FROM	MTMC, ALEXANDRIA, VA	
ITINERARY TO	DFAS, DENVER	
COMMERCIAL TRANSPORTATION	AIR	TDY TRAVEL BY COMMERCIAL AIRLINE
GOVERNMENT TRANSPORTATION	NO GOV	NO GOVERNMENT TRANSPORTATION
LOCAL TRANSPORTATION	OTHER	LOCAL TRANSPORTATION BY OTHER (MASS TRANSIT,
PER DIEM AUTHORIZATION PER JTR	YES	YES, WILL BE USING JTR PER DIEM RATES
OTHER PER DIEM RATE	NONE	
ADVANCE AUTHORIZED	NONE	

The following Requisitions Headers - TDY table outlines the additional information to be entered.

Requisitions Headers – TDY	Instructions	Comments

## TFMS-M Standard Operating Procedures – Purchase Requisitions

Requisition Type	“TDY”	Defaults from previous window selection.
Approx. No Days of TDY	Enter number of days on travel.	
Proceed Date	Enter first date of travel. (Ex. 05-FEB-02)	Valid date entry examples: 05-FEB-02 or 05-FEB-2002
ITINERARY FROM	Enter the origination point of the TDY travel	
INITERARY TO	Enter the destination(s) of the TDY travel	
COMMERCIAL TRANSPORTATION	Enter any mode of commercial travel	Valid entries are: AIR, BUS, RAIL, SHIP or NONE
GOVERNMENT TRANSPORTATION	Enter any mode of Government provided transportation	Valid entries are: G-VEHICLE, GOV-AIR, GOV-SHIP and NO GOV
LOCAL TRANSPORTATION	Enter any mode of local transportation	Valid entries are: CAR RENTAL, OTHER, TAXI and NO LOCAL
PER DIEM AUTHORIZED PER JTR	Enter “Yes” when using the JTR and “No” when other rate is authorized	
OTHER PER DIEM RATE	Enter the Authorized Per Diem rate	
ADVANCE AUTHORIZED	Enter any authorized advance amount	

Click on the OK button when complete to return to the requisition header.

### 4.2 Item (Tab)

Navigate to the Items tabbed region in the Requisitions window. A blue icon to the left of the line number identifies the current line. The following Requisition – Item Tab table outlines the information to be entered.

Note: The Requisition Line information has a bottom scroll bar. Scroll left or right to view the entire contents for the line.

Requisitions – Items Tab	Instructions	Comments
<i>SCROLL LEFT</i>		
NUM		Required. System assigns line numbers.
Type		Required. Defaults to Services. Types - Goods, Services.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

Requisitions – Items Tab	Instructions	Comments
Item		Optional. Not used at this time.
Rev	Displays revision number.	Display only.
Category	Select List of Value icon and select category and sub-category.	Required. LOV instructions. <ul style="list-style-type: none"> <li>• Select Combinations button</li> <li>• Enter Item=%, Sub-Category=%.</li> <li>• Select Category (Requisition Type) and Sub-Category = “Location”. (Example – MIPR, HQ MTMC– RM)</li> <li>• Select OK button when complete.</li> </ul>
Description	Enter a description to explain the item in further detail.	Required.
<i>Scroll Right</i>		
UOM (Unit of Measure)		Required Services = US Dollars Goods = Each, Hour, Measurement Ton, US Dollars.
Quantity	Services – Enter travel or service amount. Goods – Enter quantity.	Required. Do not enter \$ or “,”. (Ex. \$5,700.25 = 5700.25).
Price	Enter goods unit price.	Required Services = Defaults “1”. Goods = Unit Price.
Need-By	Enter the date by which the item/travel is needed.	Optional. Format = 02-FEB-02 or 02-FEB-2002.
Tax Code		Display Only. Not used at this time.
Charge Account		Displays account information for the line when distribution is completed.
Amount	System computed. (Quantity * Price).	Required. Defaults.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

Requisitions – Items Tab	Instructions	Comments
Transaction Code	“Commitments”	Required. Defaults.
[ _ ] DFF	Enter Standard Document Number	Required. See section 4.2.1 Item – DFF Standard Document Number for further details.

### 4.2.1 Item – DFF Standard Document Number and Travel Cost Type

When the user tabs or clicks on the DFF field the following window appears:

The user enters the standard document number (SDN). In most cases this 14 digit number will become the Purchase Order number. See section 7 Standard Document Number Formats for a detail table that outlines the various formats.

For TDY Requisitions the SDN will be populated by the system when the TDY line is saved. However, to save the line an initial SDN must be entered. Enter the traveler’s last name as a temporary place holder for the SDN. This temporary SDN will be overwritten by the system generated SDN when the line is saved.

Note: The standard document number contains the requisition number assigned by the system. The Standard Document Number is a required field and must be entered before the requisition can be saved. Therefore, the user enters the partial Standard Document Number (less the requisition number). Select OK. Select Save. Select the DFF field again and complete Standard Document Number by adding the requisition number.

The Travel Cost Type is used to detail cost by type on the TDY order. The Travel Cost Type will default to “NO TRAVEL.” For TDY requisitions, the Travel Cost Type must be changed to one of the following:

Travel Cost Type	Purpose
OTHER	Any travel cost other than Per Diem or Transportation
PER DIEM	Per diem cost
TRAVEL	Transportation cost
NO TRAVEL	For non-TDY requisitions

## TFMS-M Standard Operating Procedures – Purchase Requisitions

### 4.3 Distribution (Button), Projects (Tab)

Select the distribution button, then project tab, for each line of the requisition to complete the accounting charge information. The following windows displays the information to be entered.

Num	Project	Task	Contract Line Num	Deliverable Num	Award	—Exper Type
1	100026	11285-000				450 Non

**Account Description**

Charge	TWCF - Transportation Wor.TWCF LI	Budget	TWCF - Transportation Wor.TWCF LI
Accrual	TWCF - Transportation Wor.TWCF LI	Variance	TWCF - Transportation Wor.TWCF LI

Enter the project and task for the requisition

Num	Deliverable	Award	Type	Org	Date	Quantity
1			450 Non - ADP Tr	597th - Office of	15-JUN-2002	6676

**Account Description**

Charge	TWCF - Transportation Wor.TWCF LI	Budget	TWCF - Transportation Wor.TWCF LI
Accrual	TWCF - Transportation Wor.TWCF LI	Variance	TWCF - Transportation Wor.TWCF LI

Next enter the Expenditure Type, Expenditure Organization and Expenditure date. The following Requisitions– Distribution Button, Project Tab table outlines all the project fields:

## TFMS-M Standard Operating Procedures – Purchase Requisitions

Requisitions – Distribution Button, Projects Tab	Instructions	Comments
<i>Scroll Left</i>		
NUM	Defaults	Required. System assigned.
Project	Enter or select Project.	Required
Task	Enter or select Task.	Required
Contract Line Num		Optional
Deliverable Num		Optional
Award	Skip	Not used
<i>Scroll Right</i>		
Expenditure Type	Select EAC from list	Required
Expenditure Org	Select Organization	Required
Expenditure Date	Select or enter expenditure date	Required.
Expenditure Quantity	Defaults to balance of item amount. Can be modified for multiple distribution lines.	Required.
Account Description (Charge, Budget Accrual, Variance)	System displays the account descriptions based on the distribution line information.	Display Only. See section 4.3 Distribution (Button), Accounts (Tab) for additional information.

Note: The system allows multiple distribution lines for a single requisition line. If the sum of the distribution quantities, disagrees with the item line, the user cannot submit the requisition for approval.

The user can optionally select the Accounts tabbed region to view the charge account(s).

Select Save. Select close window to close the Distribution window and return to the Requisition window.

#### 4.4 Distribution (Button), Accounts (Tab)

The following distribution window is displayed by the user selecting the Accounts tabbed region or selecting the Distribution button from the Requisition Header window.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

The screenshot shows a software window titled "Distributions (MTMC OU) - 10068". It has two tabs: "Accounts" (selected) and "Project". Below the tabs is a table with the following columns: Num, Quantity, Charge Account, Recovery Rate, GL Date, and Budget Account. The first row contains the following data: Num: 1, Quantity: 6676, Charge Account: 9700XXXXXXXXX4930.FD30.TT, Recovery Rate: (blank), GL Date: 15-JUN-2002, Budget Account: 9700XXXXXXXXX4930. Below the table is a section titled "Account Description" with four fields: Charge (TWCF - Transportation Wor.TWCF LIM), Budget (TWCF - Transportation Wor.TWCF LIM), Accrual (TWCF - Transportation Wor.TWCF LIM), and Variance (TWCF - Transportation Wor.TWCF LIM).

Num	Quantity	Charge Account	Recovery Rate	GL Date	Budget Account
1	6676	9700XXXXXXXXX4930.FD30.TT		15-JUN-2002	9700XXXXXXXXX4930

**Account Description**

Charge: TWCF - Transportation Wor.TWCF LIM      Budget: TWCF - Transportation Wor.TWCF LIM  
Accrual: TWCF - Transportation Wor.TWCF LIM      Variance: TWCF - Transportation Wor.TWCF LIM

This window displays the system generated account information for the expenditures entered in the Projects tabbed region.

Optionally, select the Charge Account field, then select Edit Field (Pencil) on the tool bar to view the following Charge Account window:

The screenshot shows a "Charge Account" window with the following fields and values:

- Fund: 9700XXXXXXXXX4930 (TWCF - DoD Working Capital Fund)
- Limit: FD30 (TWCF LIMIT)
- Program/AMSCO: TTTZ0000000 (Gen & Admin Support(G&A))
- Program Year: 0000 (Null)
- Element of Resource: 252G (Management and Professional Support Services)
- ASN/Cmd Facility Code: 6466 (597th - Concord Navy Piers)
- USSGL Account: 610000 (Operating Expenses/Program Costs)
- Cost Center: 4100 (Cost Center 4100)
- Project: 100003 (100003)

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

Select OK to return to the Distribution window.

Close the window to return to the Requisition window.

### 4.5 Attachments (Paperclip on Tool Bar)

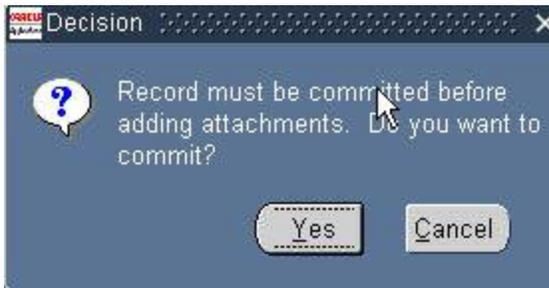
Attachments will be used to link non-structured data such as text, Form Flow documents, images, word processing documents, spreadsheets and web pages. Invoke the Attachment form window by pressing the Attachment (paperclip) in the tool bar as illustrated next.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

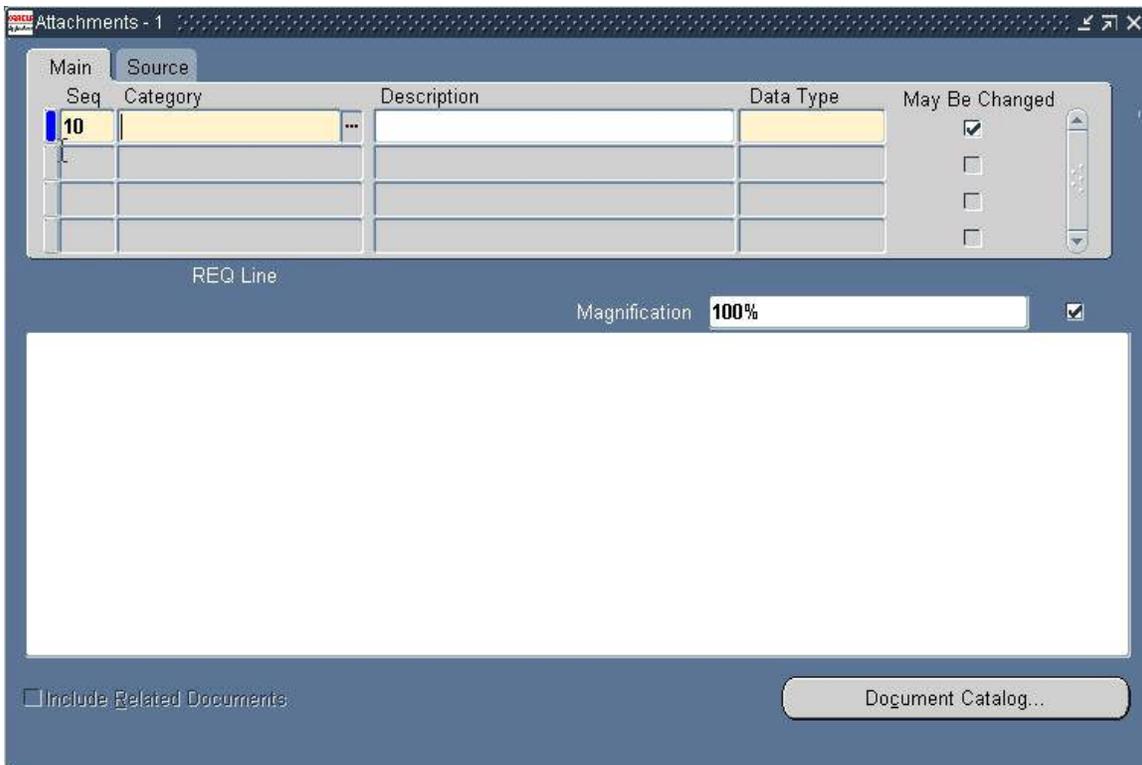
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Note: The requisition must be saved before adding attachments. The following message appears if the requisition has not been committed.



Select “Yes” to save the requisition and display the following Attachment window.



Enter a category. The following table outlines the category selections:

Category	Comments
Internal to Requisition	Attachment only accessible from the requisition window.
Miscellaneous	Viewed across all forms of the document. Copies to the purchase order.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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To Approver	Only displayed to the requisition approvers.
To Buyer	Only displayed from the purchase order.
To Receiver	Only displayed when receiving the purchase order.
To Supplier	Specific attachments for the supplier.

Select “Miscellaneous” for all attachments unless the attachment is to be restricted.

Enter a description. The description helps to identify the attachment.

Enter a data type.

Data Type	Comments
Document Reference	Use document reference to point to documents maintained in a document management system.
File	File documents are external files such as FormFlow documents, Microsoft Word files, Microsoft Excel files, image files such as .JPG files, or other types of files. When File type documents are attached, they are loaded into the database. When a Files document is selected, the lower half of the Attachments window displays and “Open Document” button that invokes a web browser and passes the file to the browser. The web browser handles displaying the file as appropriate based on its file name extension.
Long Text	Enter text greater than 2000 characters.
Short Text	Enter short text less than 2000 characters.
Web Page	Web Page documents are attached as URLs in the format <a href="http://intranet.mtmc.army.mil">http://intranet.mtmc.army.mil</a> . When the user selects a Web Page Document to view, the lower half of the Attachments window displays an “Open Document” button that invokes a web browser and passes the URL to the browser.

When Long Text or Short Text is selected the user can type or paste information into the lower section of the attachment. Chose short text when generally the text entered is less than a page of text, otherwise long text is suggested.

When File is selected the user is prompted to upload the file by selecting the browse button and locating the file from the network or their PC. The system displays a confirmation message “Has the file been uploaded successfully?” to confirm the file upload. The Source Tab displays the reference to the file as “Internal”

When Web Page is selected the user is directed to the Source tab to enter the URL

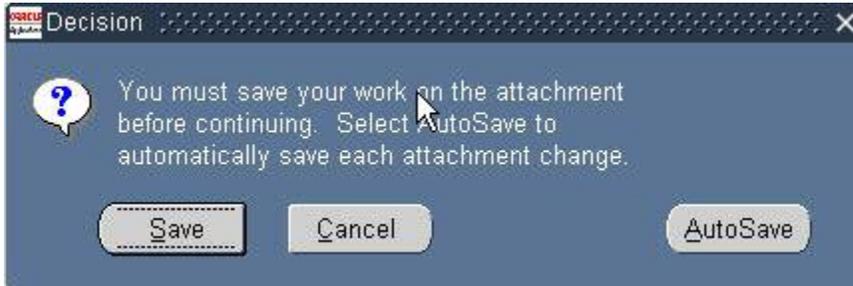
If the attachment should not be modified, the user can uncheck the May Be Changed field. The default is to allow modification.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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The user selects Save from the Tool bar when the attachment is complete. The system allows for unlimited number of attachments.

The following message appears if the save was not performed.



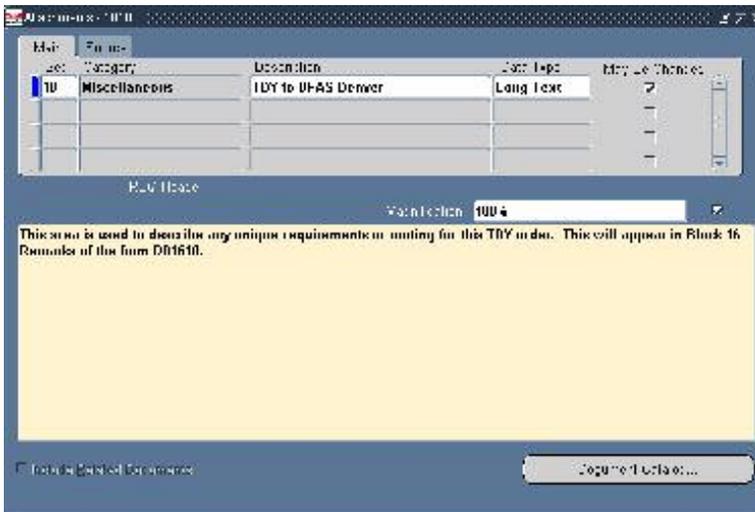
Select Save.

Select close window to return to the requisition.

### 4.5.1 Attachments for TDY Requisitions

The requisition attachment is used to document any special requirements for the TDY order. Data entered in the attachment will be printed in block 16 – Remarks of the DD1610. The following are specific requirements for a TDY requisition:

Seq = 10  
Category = Miscellaneous  
Data Type = Long Text

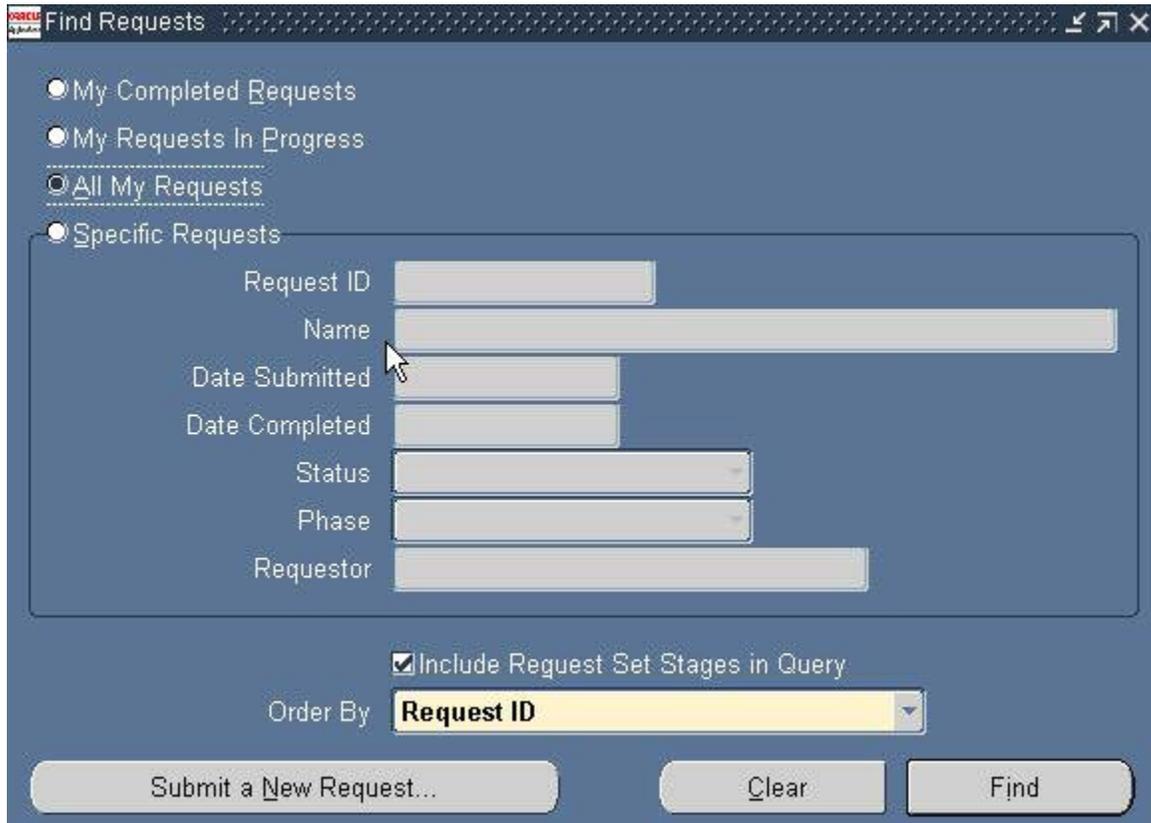


### 4.6 Print Requisition (See 4.6.1 for TDY Requisitions)

When the requisition is complete and ready to approve, the user needs to print a copy for their records. Note the requisition number on the Requisition header screen.

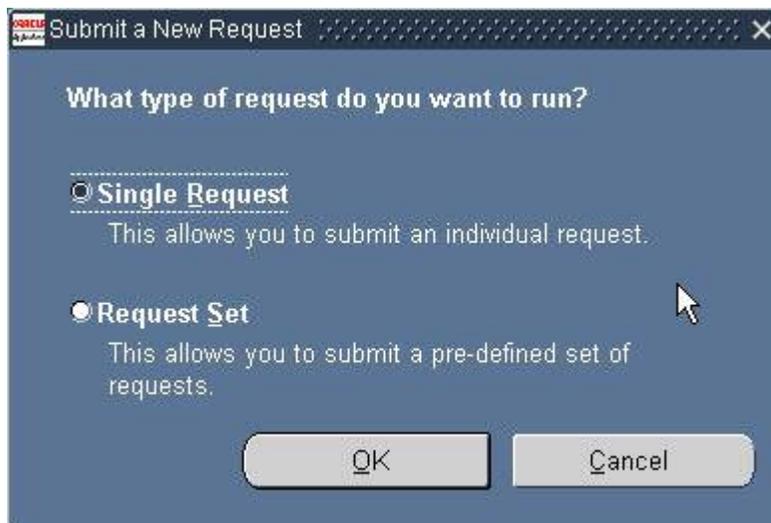
## TFMS-M Standard Operating Procedures – Purchase Requisitions

Select Requests from the View menu on the Toolbar or select Setup, Request from the Navigator window. The following Find Request window displays:



The screenshot shows the 'Find Requests' dialog box. It features four radio button options at the top: 'My Completed Requests', 'My Requests In Progress', 'All My Requests', and 'Specific Requests'. The 'Specific Requests' option is selected. Below these options is a form with several input fields: 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status', 'Phase', and 'Requestor'. A mouse cursor is pointing at the 'Date Submitted' field. Below the form is a checked checkbox labeled 'Include Request Set Stages in Query' and a dropdown menu for 'Order By' set to 'Request ID'. At the bottom are three buttons: 'Submit a New Request...', 'Clear', and 'Find'.

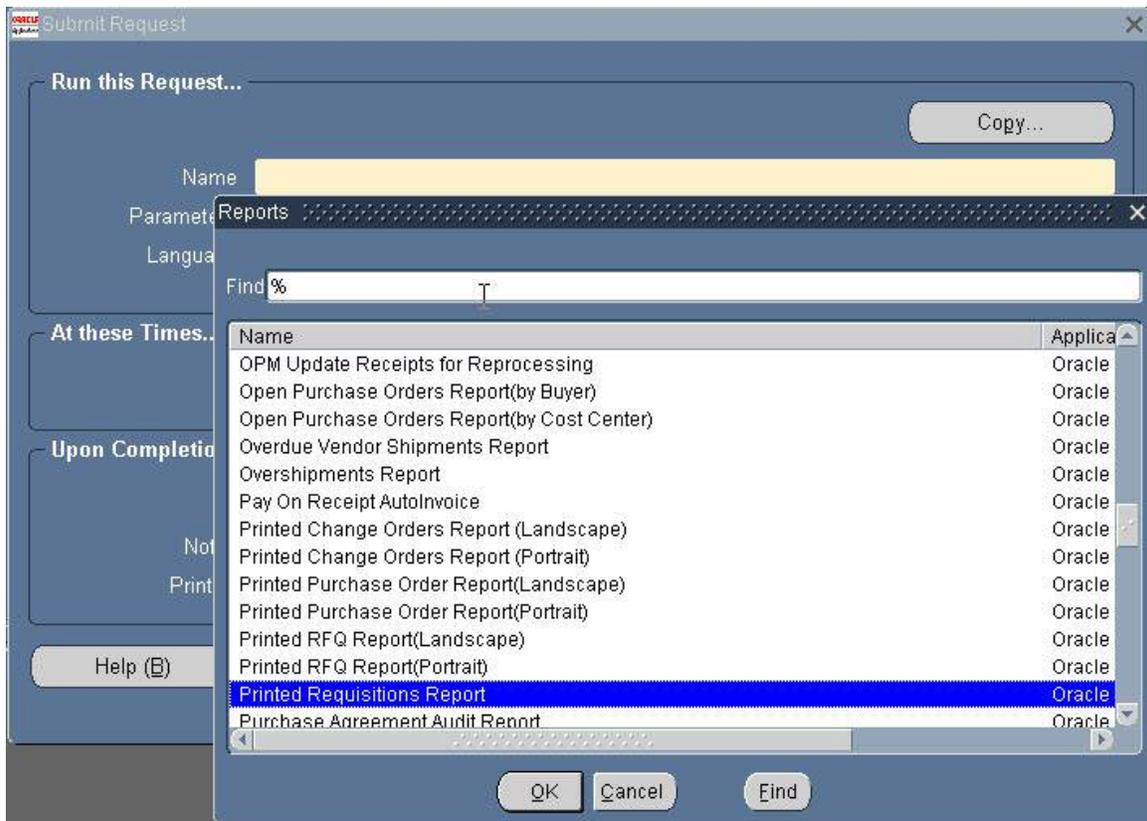
Select Submit a New Request button. The following "Submit a New Request Message" is displayed.



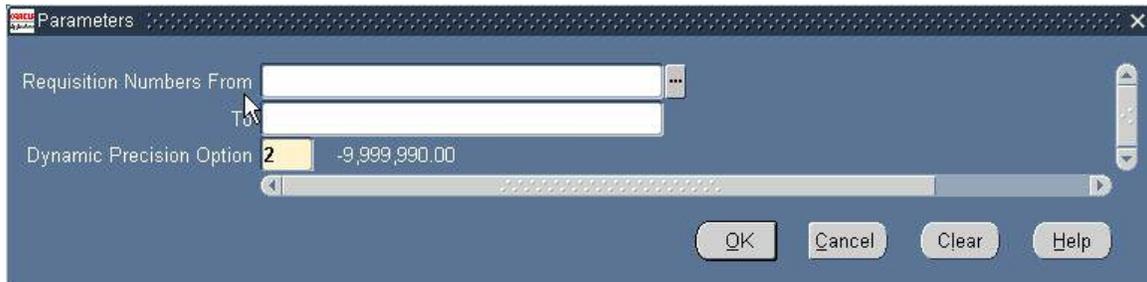
The screenshot shows the 'Submit a New Request' dialog box. It has a title bar with the text 'Submit a New Request' and a close button. The main text asks 'What type of request do you want to run?'. There are two radio button options: 'Single Request' and 'Request Set'. The 'Request Set' option is selected. Below the options are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'Request Set' option.

Select OK to proceed to the Submit Request window.

## TFMS-M Standard Operating Procedures – Purchase Requisitions



### Select Printed Requisition Report



Enter requisition number in the From and To fields. Modify any addition fields such as Print to and select Submit button to proceed to the Requests window.





## TFMS-M Standard Operating Procedures – Purchase Requisitions

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Submit a New Request... Clear Find

Select Submit a New Request button. The following "Submit a New Request Message" is displayed.

Submit a New Request

What type of request do you want to run?

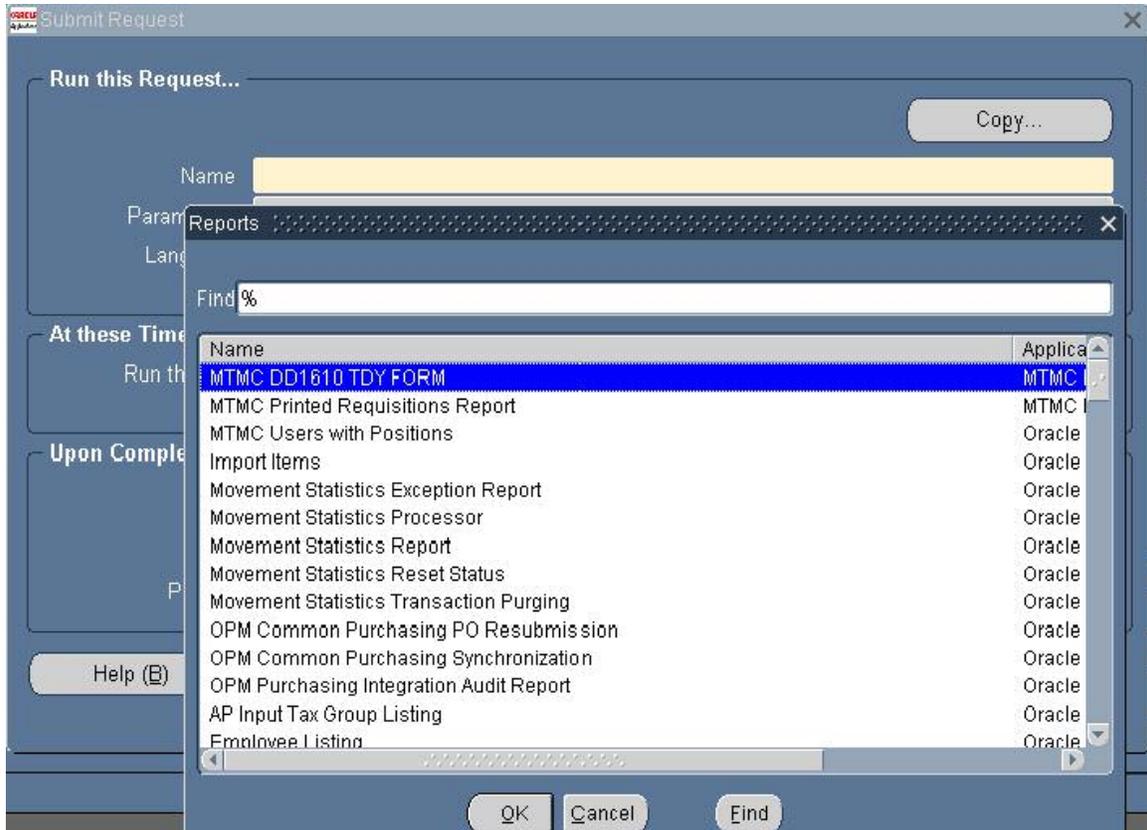
Single Request  
This allows you to submit an individual request.

Request Set  
This allows you to submit a pre-defined set of requests.

OK Cancel

Select OK to proceed to the Submit Request window.

## TFMS-M Standard Operating Procedures – Purchase Requisitions



Select MTMC DD1610 TDY FORM



Enter requisition number and click

OK

## TFMS-M Standard Operating Procedures – Purchase Requisitions



Request ID	Name	Parent	Phase	Status	Parameters
55169	MTMC DD1610 TDY FORM		Completed	Normal	10103, , ,
55156	MTMC DD1610 TDY FORM		Completed	Normal	10103, , ,
54168	Flexfield View Generator		Completed	Normal	3, 201, PO_REQUISITION_HEADER:
54167	Flexfield View Generator		Completed	Normal	3, 201, PO_REQUISITION_HEADER:
54166	Flexfield View Generator		Completed	Normal	3, 201, PO_REQUISITION_HEADER:
54165	Flexfield View Generator		Completed	Normal	3, 201, PO_REQUISITION_LINES
54164	Flexfield View Generator		Completed	Normal	3, 201, PO_REQUISITION_LINES
54163	Flexfield View Generator		Completed	Error	3, 201, PO_REQUISITION_LINES
54160	Flexfield View Generator		Completed	Normal	3, 201, PO_REQUISITION_LINES
54159	Flexfield View Generator		Completed	Normal	3, 201, PO_REQUISITION_HEADER:

Select the Refresh Data button to monitor when the request Phase is Completed and the Status is Normal.

Select View Output button to view the DD1610 online. The DD1610 will be presented on the screen as an Acrobat file. By selecting the Print button on the menu bar, the DD1610 will be printed to your local printer. You may save a copy of the print file by selecting the file button on the menu bar and choosing “Save a Copy....”

Note: The DD1610 will not have the approvers name until the TDY requisition is approve. See the next section for the approval process.

### 4.7 Submit for Approval

Once the requisition is complete, select the Approve button from the Requisition header window to open the Approve Document window:

## TFMS-M Standard Operating Procedures – Purchase Requisitions

See the Requisitions – Approve button table below for instructions:

Requisitions – Approve button.	Instructions	Comments
Reserve	Always click on the check box to enable.	Required
UnReserve	Skip	Not used at this time.
UnReserve Date	Skip	Not used at this time.
Submit for Approval		Defaults enabled.
Forward From		Optional
Approval Path		Optional
Forward To		Optional
Note		Note to Approver
Print		Skip

Select OK when complete to have the system perform the submission checks (See section 4.7.1 Submission Check Rules) and funds checking (See section 4.7.2 Fund Checking) as described below.

### 4.7.1 Submission Check Rules

- Each document must have at least one requisition line.
- Each requisition must have at least one distribution.
- Requisition line quantity must equal the sum of its distribution quantities.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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The system returns an error message prompting the user to enter the required information before the system proceeds with the Funds Checking and sends the requisition for approval.

### 4.7.2 Funds Checking

When the requisition has been submitted for approval and the “Reserve” checkbox has been highlighted the system checks that the requisition does not exceed the available funds.

Note: The user can also check funds availability at any time by selecting Check Funds from the Tool bar.

The follow message appears when the requisition exceeds the available funds.



The user selects OK. Below is a sample of the Approval Errors window that displays and explanation.



Select OK. The user reviews the requisition and verifies that the project, task, expenditure type, organization is correct. Contact the Budget department to resolve any problems or issues.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

Once all issues are resolved the following pass fund confirmation message displays:



Select OK to proceed. The following confirmation appears to notify the user that the requisition has passed the submission checks.



Select OK to proceed. The following confirmation appears to notify the user that the requisition is submitted for approval



Select OK to proceed. The document is submitted for approval. The requisition will be automatically routed to the required approver. Approver actions are described in section 5 Requisition Approval Process of this document

### 4.8 Approval Notification

When the final approver approves the requisition the system generates a notification to the preparer. Navigate to the Notifications Summary from the Navigator window. The following Worklist window displays the notifications to the requestor.



Select	Priority	Type	From	Subject	Seq	Date
<input type="checkbox"/>		PO Requisition Approved		Purchase Requisition 1000 has been approved	27 ACTC 1000	
<input type="checkbox"/>		PO Requisition Approved		Purchase Requisition 1000 has been approved	27 ACTC 1000	
<input type="checkbox"/>		PO Requisition Approved		Purchase Requisition 1000 has been approved	21 ACTC 1000	



## TFMS-M Standard Operating Procedures – Purchase Requisitions

Find Requisitions (MTMC OU)

Requisition Number  Type

Preparer  Requestor

Buyer  Modified

Reference Num  Import Source

Line  Line Type

Item Status Date Ranges Sourcing Deliver To Related Documents

Item, Rev

Category TRAINING (DD 1556).H

Description

Supplier Item

Results

Headers

Lines

Distributions

Clear New Find (B)

Enter as many criteria as desired. In addition to the fields displayed above select the tabs to view additional fields. Select the Results group (Headers, Lines, or Distributions) to determine which summary window to open. Depending on the search criteria you have specified, all summary windows may not be available. For example, if you specify criteria in the Accounting region, only the Distributions summary window is available.

Popular suggestions:

- Requisition Number
- Category (Item tab area) Example – Training, HQ – MTMC HQ
- Requestor
- Preparer
- Purchase Order (Related Documents tab)

Select Find (B) button to display the Requisition Summary window with the requisition that meet the entered criteria. The next window depends on the Results Group selected

The following is a sample of the Requisition Headers Summary window when Header is selected in the results area of the Find Requisition window:



## TFMS-M Standard Operating Procedures – Purchase Requisitions

Number	Line	Item	Rev	Category	Description	Quantity	UOM
10297	1			TRAINING (DI	Test for MAC2	103	US
10229	1			TRAINING (DI	Oracle 11i Training in prepar	6676	US
10228	1			TRAINING (DI	TFMS-M PO Training	1000	US
10221	1			TRAINING (DI	SDN + Per Diem and other	523	US
10136	1			TRAINING (DI	training	50000	US

The following information is displayed: Requisition Number, Line, Item, item Revision, Category, item Description, quantity Ordered, quantity Delivered, Type, UOM, Price, Need By date, Requestor, Total amount, Currency, Modified status, Currency Price, Supplier, supplier Site, Supplier Item number, Source Document Type, PO Number, PO Line number, Reference Number, Source Type, Source Organization, Source Subinventory, Destination Type, Destination Organization, Deliver To, Destination Subinventory, Finally Closed status, Cancelled status, and Reserved status.

- Select the Distributions button to drill down to the Requisition Distributions Summary folder window. You can also select View Distributions on the Tools menu to open this window.
- Select the New button to open the Requisitions window.
- Select the Open button to open the Requisitions window and query the requisition on the current line. Your options in this window depend on the status of the requisition and your approval and security options. For example, if a requisition has a status of In Process, you cannot open its line from this window.
- Select View Distributions on the Tools menu to open the Requisition Distributions Summary folder window.
- Select View Action History on the Tools menu to open the Action History window. Note: Use this window to display the history of all actions including approval. For example, this window will display the pending approver.
- Select View Purchase Orders on the Tools menu to open the purchase order.
- Select Control on the Tools menu to open the Control Document window for the document on the current line.

The following is a sample of the Requisition Distribution Summary window when Distributions is selected in the results are on the Find Requisition window:



Control Document (MTMC OU) - 10319

Actions

- Cancel Requisition Line
- Finally Close

Action Date: 06-SEP-2002

Reason: [ ]

OK Cancel

Select the control Action.

- Select Cancel Requisition Line
- Select Cancel Requisition.
- Select Finally Close

If you selected the Cancel action, you can update the Action Date. Note: Make sure the action date you specify lies in an open period.

Optionally enter a Reason for the action.



## TFMS-M Standard Operating Procedures – Purchase Requisitions

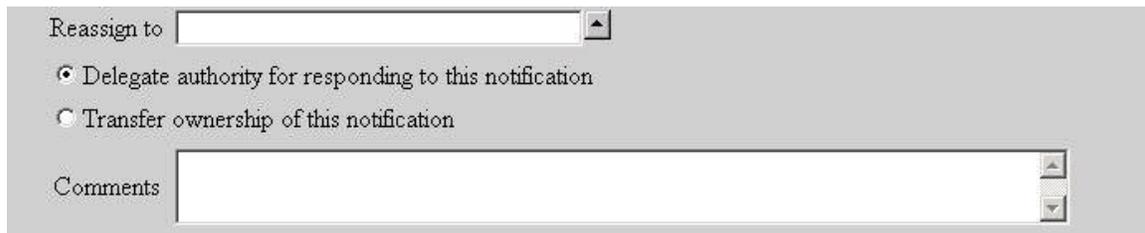
---

Use the Open Document icon to drill down to the details of the requisition.

Purchasing offers the following document approval actions in the notification:

- Approve – Select this action to approve the requisition.
- Approve and Forward – Select this action to approve the requisition but forward this to another user for their approval also. Enter the person to Forward To in the field provided.
- Forward – Select this action to forward the requisition without your approval to another person. Enter the person to Forward To in the field provided.
- Reject – Select this action to reject the requisition. This creates a rejection notification back to the preparer to make any adjustment as noted in the notes section and resubmit or cancel the requisition.

You can also reassign a notification to somebody else by selecting the Reassign button. The lower section displays the following:



The screenshot shows a web form for reassigning a notification. It includes a 'Reassign to' dropdown menu, two radio buttons for 'Delegate authority for responding to this notification' (selected) and 'Transfer ownership of this notification', and a 'Comments' text area.

Enter the person to reassign to along with any comments.

Note: Reassign action is not recorded in the Action History window, but a Forward action is. To reassign a notification but still record you as the approver, choose Reassign, and then choose Delegate. To forward the notification so that the new approver is recorded in the action history instead of you, open the notification and select the Forward action.

Chose the Submit button to complete the approval process and return to the Worklist. Use the close window or select Return to Worklist link to return without entering any approval action.

The requisition will be routed to all required approvers. Upon final approval of the requisition funds are committed and available for the Purchase Order process where the obligation is entered.

### 6 Specific requirements by Requisition Type

The following Requisition Type table lists the MTMC requisition types in TFMS-M:

Requisition Type	Description	Form Flow #
INTERFUND	INTERFUND	

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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Local Travel	Local Travel	DD 1165
MIPR	Military Inter Departmental Purchase Request	DD 448
PCS	Permanent Change of Station	DD 1614
PCV	Pre-Certified Voucher	SF 1034
PR&C	Purchase Request and Commitment	DA 3953
Purchase Card	International Merchants Purchase Authorization Card (IMPAC)	
TDY	Travel	DD 1610
TRAINING	Training	DD 1556

Each requestor or desigee is responsible for entering their requisition into TFMS-M. The following sections outline the specific requirements by requisition type.

TFMS-M requisition process automatically performs funds checking and creates the required DFAS accounting classification information. The TFMS-M requisition approver is certifying that the requisition is properly funded and all the information entered on the requisition is accurate.

Approvers are required to have signed and mailed form DD557 to MTMC-Budget. MTMC will forward this information to DFAS. This form gives the approver the ability to sign as “Fiscal Officer” or “Authorized Certifying Official”. If needed, contact MTMC-Budget for additional information.

The following matrix outlines the purchasing requirements:

**TFMS-M Standard Operating Procedures – Purchase Requisitions**

<b>MTMC Overview of Purchasing Steps</b>	<b>Interfund</b>	<b>Local Travel (SF1164)</b>	<b>MIPR (DD 448)</b>	<b>PCS (DD1614)</b>	<b>PCV (SF1034) RM Only</b>	<b>PR&amp;C</b>	<b>Purchase Card (IMPAC)</b>	<b>TDY (DD 1610)</b>	<b>Training (DD 1556)</b>	<b>Misc. Obl. RM Only</b>
<b>IMPAC Requestor</b>										
Prepare Requisition (Quarterly)							X			
Review Statement (Monthly)							X			
<b>Enter Requisition</b>										
Requestor or Designate		X	X	X	X	X		X	X	X
PBO	X									
<b>Create &amp; Attach Form Flow</b>										
Requestor or Designate		X	X	X	X			X	X	
<b>Requisition Approval</b>										
Supervisor	X	X	X	X	X	X	X	X	X	X
Approve & Forward To:										
PARC (No Support Agreement)			X							
<b>Aquiline Requisition Process/SPS</b>						X				
<b>AutoCreate Purchase Order</b>										
MTMC-RM	X	X	X	X	X	X	X	X	X	X
<b>Enter Receipt</b>										
<b>MTMC-RM</b>										
When Purchase Order created	X	X			X		X	X	X	X
<b>Requestor</b>										
When goods/services received			X			X			X	
<b>Prepare Voucher (DD1351 or DD1351-2)</b>										
Requestor		X		X				X		
<b>Route Voucher to RMF (Alexandria &amp; Ft. Eustis)</b>										
Requestor		X		X				X		
<b>Route Voucher to DFAS</b>										
Requestor		X					X			
MTMC-HQ					X					X

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.1 Requisition Type – Interfund

#### Overview:

Interfund transactions pertain to the purchase of supply items from the stock fund where both the buyer and seller are DoD agencies. The term interfund is derived by the method of payment where both parties are governmental and payment is made from the applicable Treasury fund and actual money is not exchanged. An entry to the Treasury fund is simply made on the books to reflect the transfer of money from one agency to the other. The interfund process, centralized for the entire DoD, is sometimes referred to as the Military Standard Billing System (MILSBILLS).

MTMC transacts only buyer's interfund, not seller's interfund. MTMC purchases items through the interfund process but does not provide goods to others.

#### Additional Instructions/Information:

- Standard Document Number for the requisition will be assigned by the by the Property Book Officer. See section 7 TWCF/APF Standard Document Number Formats for additional format information.
- Example of Interfund transaction:
  - MTMC command will identify a supply item is needed and send an email to the Property Book Officer (PBO)
  - PBO enters requisition into TFMS-M and submits for standard approval process. Enter “INTERFUND” as the supplier.
  - MTMC-RM department Autocreates purchase order (obligation) and immediately enters the receipt.
  - Remaining processing is handled by DFAS.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.2 Requisition Type – Local Travel (SF 1164) Claim for Reimbursement For Expenditures On Official Business

#### Overview

- Requestor:
  - Enters requisition into TFMS-M. See section 7 TWCF/APF Standard Document Number Formats for additional standard document format information.
  - Create Form Flow document. See SF1164 Local Travel table below for additional instructions. See section 8 LOA Instructions for instructions how to complete the Accounting Classification section.
  - Save the SF1164 as a Form Package by selecting the Package (Envelope) icon. Select “All” in the Data Records section and save the file with the requisition number and .FPK extension.
  - Attach the Form Flow document to the requisition. See SF1164 below for sample of form.
  - Submit the requisition for approval.
  - Print the TFMS-M Requisition and Form Flow document.
  - Route the SF1164 for the approvers signature.
- Approver is notified of pending approval.
  - Approver receives the SF1164 document for approval. Approver reviews the SF1164 and logs into TFMS-M, Notifications Summary to access the on-line approval notification..
  - Review requisition for completeness and accuracy.
  - Verify that the SF1164 agrees with the TFMS M on-line requisition.
  - Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved, then select approve in the approval notification. The approver can route the requisition to additional approvers by selecting approve and forward.
  - Sign Block 8-Approved by: on the SF1164 form.
- Requestor - Notification of Approval. Print a final copy of the requisition.
- MTMC-RM will record the obligation and immediately enter the receipt when the requisition is final approved
- Requestor – Send SF1164 to MTMC-RMF
- MTMC-RMF will review, confirming that the declaration text is included, then forward to DFAS.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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The following SF1164 Local Travel table provides instructions for completing the Form Flow document and maps the requisition source information:

<b>SF 1164 – Local Travel</b>	<b>Requisition Section</b>	<b>Field</b>	<b>Comments</b>
1. Department	Header	Organization	Enter
2. Voucher Number			Skip
3. Schedule Number			Skip
4. Claimant Name	Header	Requestor	Add: Social Security, Mailing Address, Office Phone.
5. Paid By			Skip
6. Expenditures	Line	Description	Enter a line for each type of expenditure. Add a text Attachment for declarations or additional text.
7. Amount Claimed	Header	Total	Enter
8. Approved by:			Approver signature.
9. Certified Approval			DFAS signature
10. Claimant Signature			Requestor signature.
11			Skip
12.			Skip
Accounting Classification			See section 8 LOA Instructions

Complete the Form Flow information and attach the document to the Requisition.

Sample SF1164 Local Travel Form:

# TFMS-M Standard Operating Procedures – Purchase Requisitions

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OF STATE/DEPARTMENT BUREAU, DIVISION OF OFFICE	2. VOUCHER NUMBER						
			3. SCHEDULE NUMBER						
			4. PAID BY						
<i>Read the Privacy Act Statement on the back of this form.</i>									
4. CLAIMANT	a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NO.						
	c. HOME ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NUMBER						
5. EXPENDITURES (If <i>none</i> claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)									
DATE	C O D E	A— Local travel		MESSAGE DATE	AMOUNT CLAIMED				
		B— Telephone or telegraph, or			MESSAGE NO.	FEE OR TOLL	NO. OF PAGES	TRAVEL EXPENSES	
19__	E	C— Other Expenses (itemize)		UD. OF MESS. NO.					14
		1. The place to be visited (State, St. or Prov., AL, etc.)							
1st	1M	1st FROM	1st TO						
<i>If additional space is required continue on the back.</i>				SUBTOTALS CARRIED FORWARD FROM THE BACK					
7. AMOUNT CLAIMED (Total of col. 14, 15, 16, and 17) \$				TOTALS					
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.					
<i>Sign Original Only</i>				<i>Sign Original Only</i>					
APPROVING OFFICIAL (Name Here) DATE				CLAIMANT (Name Here) DATE		CASH PAYMENT RECEIPT			
9. This claim is certified correct and proper for payment.						11. DATE RECEIVED			
<i>Sign Original Only</i>						12. AMOUNT			
AUTHORIZING OFFICER (Name Here) DATE						13. PAYMENT MADE BY CHECK NO.			
ACCOUNTING CLASSIFICATION									

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.3 Requisition Type – MIPR (DD 448) Military Interdepartmental Purchase Request (Issuing a direct cite and reimbursable)

#### Overview:

MIPRs are issued when a government agency requests a service to be provided from another government agency. There are two types of MIPR – a direct cite and reimbursable. Direct cite MIPRs are used when the agency providing the service cites another agency's funds for payment. A reimbursable MIPR is used when the agency providing the service uses its funds, collects associated costs and is reimbursed for the services/costs provided.

#### Additional Reference:

Standard Operating Procedure – Interagency and Intra-Agency Acquisitions

#### Issuing a MIPR:

- Requestor:
  - Enters requisition into TFMS-M. See section 7 TWCF/APF Standard Document Number Formats for additional standard document format information.
  - Creates Form Flow document. See DD448 Military Interdepartmental Purchase Request table below for additional instructions.  
Note: Block 8 will always be “MTMC Global” for all MIPR’S. Block 14, see 8 LOA Instructions for detailed instructions on how to complete the line of accounting.
  - If there is NOT an Interservice support agreement in place attach applicable supporting documents to the Form Flow document. Sample minimum documentation required:
    - Determination and findings (D&F) in one of the three acceptable formats.
    - Detailed performance work statement including all required deliverables.
    - Documentation in support of any request for other than full and open competition (justification and approval).
    - Basis of acceptance of the services/supplies.
    - Information Capability Request form.
    - Fund cite and the basis for payment (reimbursable order, direct cite).
  - Save the DD448 as a Form Package by selecting the Package (Envelope) icon. Select “All” in the Data Records section and save the file with the requisition number and .FPK extension.
  - Attach the Form Flow DD448 document to the requisition. See DD448 below for sample of form.
  - Submit the requisition for approval.
  - Print a temporary copy of the Requisition and Form Flow document.
  - Route the DD448 for the approver’s signature.
- Approver is notified of pending approval.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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- Approver receives the DD448 with attachments for approval. Approver reviews the DD448 and logs into TFMS-M, Notification Summary to access the on-line approval notification.
- Review requisition for completeness and accuracy.
- Verify that the DD448 form agrees with the on-line requisition information.
- Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved, select approve or approve and forward in the notification. Sign DD448 block 15-Authorizing Official.
- All acquisition MIPR's that do not have a Interservice support agreement must be approved and forwarded to Rosemary Kemp in PARC (Principal Assistant Responsible for Contracting) for additional review and approval. Refer to PARC INTERAGENCY AND INTRA-AGENCY ACQUISITIONS Standing Operating Procedure. Sample minimum documentation required:
  - Copy of the DD448 with signatures.
  - Determination and findings (D&F) in one of the three acceptable formats. Include approver signature on D&F form.
  - Detailed performance work statement including all required deliverables.
  - Documentation in support of any request for other than full and open competition (justification and approval).
  - Basis of acceptance of the services/supplies.
  - Information Capability Request form.
  - Fund cite and the basis for payment (reimbursable order, direct cite).
- Once approved, the DD448 package is sent to the requestor to be forwarded to the provider.
- Requestor – TFMS-M Notification of Approval. Print a final copy of the requisition.
- MTMC-RM will record the obligation when the Form Flow 448-2 is received from the supplier.
- The requestor records the Receipt when services are complete and the obligation can be paid.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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The following DD448 MIPR table provides instructions for completing the Form Flow document and maps the requisition source information:

<b>DD 448 MIPR</b>	<b>Requisition Section</b>	<b>Field</b>	<b>Comments</b>
1. Page			Enter.
2. FSC			Skip
3. Control Symbol			Skip
4. Date Prepared			Date Prepared
5. MIPR Number	Header –DDF	Standard Document	See section 7 Standard Document Formats
6. Amend No.	Header	Requisition – Revision	Enter
7. To:	Header	Supplier/Site	Enter
8. From:	Header	Organization	Always “MTMC Global”
9. Items/Screening			
Item Information and Description	Header	Line Description	View Requisition Attachments
10. Attachment Notice			
11. Grand Total	Header	Total	Must agree with requisition.
12. Transportation Allotment			
13. Mail Invoices to:			
14. Funds			See section 8 LOA instructions
15. Authorizing Officer			Approver signature
16. Signature			Requestor signature
17. Date			Date Completed

Complete the Form Flow information and attach the document to the Requisition.

MIPR DD448 form:

# TFMS-M Standard Operating Procedures – Purchase Requisitions

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF 1 PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER
7. TO:				8. FROM: (Agency, name, telephone number of originator)		
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO.	DESCRIPTION <i>(Federal stock number, nomenclature, specification and drawing No., etc.)</i>	QTY <i>c</i>	UNIT <i>d</i>	ESTIMATED UNIT PRICE <i>e</i>	ESTIMATED TOTAL PRICE <i>f</i>	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL
12. TRANSPORTATION ALLOTMENT <i>(Used if FOB Contractor's plant)</i>				13. MAIL IN VOICES TO <i>(Payment will be made by)</i>		
PAY OFFICE DOD A&D						
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ALLOT	APPROPRIATION	FUND NUMBER	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	NEEDS STATE ORDER	AMOUNT	
15. AUTHORIZING OFFICER <i>(Type name and title)</i>				16. SIGNATURE		17. DATE

DD FORM 448, JUN 72

PREVIOUS EDITION IS OBSOLETE.

USNPPC 93.00

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.4 Requisition Type – PCS (DD 1614) Permanent Change of Station

#### Overview

- Requestor:
  - Enters requisition into TFMS-M. See section 7 TWCF/APF Standard Document Number Formats for additional standard document format information.
  - Prepare PCS worksheets.
  - Create Form Flow document. See DD1614 Permanent Change of Station table below for additional instructions.  
Note: Accounting Classification (See section 8 LOA Instructions)
    - Include a line for each expenditure type. Include the Account Code and Amount.
  - Save the DD1614 as a Form Package by selecting the Package (Envelope) icon. Select “All” in the Data Records section and save the file with the requisition number and .FPK extension.
  - Attach the Form Flow document to the TFMS-M requisition.
  - Print the DD1614 and PCS Worksheets and fax/mail the package to Betty Jackson at MTMC-PAL. PAL department determines final entitlement. .
  - Submit the requisition for approval and forward to Betty Jackson.
  - Print a temporary copy of the Requisition.
- Approver is notified of pending approval.
  - Approver receives DD1614 and PCS worksheets.
  - Review requisition for completeness and accuracy.
  - Verify that the DD1614 agrees with the TFMS-M on-line requisition.
  - Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved, select approve in the notification window.
  - Sign DD1614 block 23-Approving Official and Block 24-Order-Issuing/Authenticating Office and return the package to the requestor.
- Requestor - Notification of Approval. Print a final copy of the requisition.
- MTMC-RM will record the obligation and immediately enter the receipt when the requisition is final approved.
- Requestor - When the travel is complete the requestor prepares DD1351. Travel Voucher attaching a copy of the approved DD1614. Route for payment to:
  - DFAS-IN (Indianapolis)
  - MTMC-RMF – (Alexandria & Ft. Eustis travel vouchers)

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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The following DD1614 PCS table provides instructions for completing the Form Flow document and maps the requisition source information:

<b>DD 1614 – PCS</b>	<b>Requisition Section</b>	<b>Field</b>	<b>Comments</b>
1. Date			Date Created
2. Name	Header	Supplier	Employee
3. Social Security Number			Enter
4. New Position Title			Enter
5. Grade or Rating			Enter
6. Retirement Code			Enter
7. Release Location			Enter
8. New Location			Enter
9. Reporting Date			Enter
10. Travel Purpose			Enter
11. Travel Mode			Enter
12. Per Diem (For Employee, For Dependents)			Enter
13. Route Trip Travel			Enter
14. Temporary Quarters			Enter
15. Household Goods			Enter
16. Other			Enter
17. Dependent Overseas Travel			Enter
18. Dependent Travel From (a), To (b)			Enter
19. Dependents			Enter
20. Estimated Costs			Enter
21 Trans Agreement signed & date			Enter
22. Accounting	Line	Account Charge	See section 8 LOA instructions
23 Approver			Approver Signature
24 Order Issuing			Approver Signature
25 Travel Order Number	Header	DFF- Standard Doc Number	
26 Date Signed			Date Completed
27 Claimant			
28 Remarks			

Complete the Form Flow information and attach the document to the Requisition.

# TFMS-M Standard Operating Procedures – Purchase Requisitions

Sample DD1614 PCS form:

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REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL					
(Reference: Joint Travel Regulations (Read Privacy Act Statement on back before completing form.)					
SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW DUTY STATION		5. GRADE OR RATING	6. RETIREMENT CODE (Classification code from Block 20 of sample per 1. use of code of 2740. If unknown, employee should contact block 20. See 2.0g, paragraph 14.4.1)		
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)					
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE		12a. PER DIEM FOR EMPLOYEE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> REMOVAL ASSIGNMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR REPROBATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL MILLEAGE RATE: \$ _____ <input type="checkbox"/> RAIL <input type="checkbox"/> AIR		<input type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE		15a. HOUSEHOLD GOODS (HGD) SHIPMENT	
<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)	
13. NUMBER OF DAYS (Include days travel)		14. NUMBER OF DAYS AUTHORIZED		15. NET WEIGHT AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES		17. DEPENDENT TRAVEL			
<input type="checkbox"/> TEMPORARY STORAGE OF HGD <input type="checkbox"/> MONTHLY STORAGE OF HGD <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> MOV SHIPMENT <input type="checkbox"/> COMUS <input type="checkbox"/> OCCUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCES AUTHORIZED (Amount) \$ _____		<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Name & Address)		b. TO (Name & Address)			
19. DEPENDENTS					
a. NAME (Last, First, Middle, Suffix)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
20. ESTIMATED COST					
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	21. TRANSPORTATION AGREEMENT SIGNED (If any)	
\$ _____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION					
23. APPROVING OFFICIAL			b. SIGNATURE		
a. TITLE					
24. ORDER ISSUING/AUTHENTICATING OFFICIAL			a. SIGNATURE		b. ORGANIZATION ADDRESS
a. TITLE					
25. TRAVEL ORDER NUMBER			26. DATE ISSUED (YYYYMMDD)		

DD FORM 1614, OCT 2001

PREVIOUS EDITION IS OBSOLETE.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.5 Requisition Type – PCV (SF 1034) Pre-Certified Voucher, (Public Voucher for Purchases and Services Other Than Personal)

#### Overview:

- MTMC-RM will create the TFMS-M requisition and attach the SF1034 Form Flow document to the requisition. Standard Document Number = Miscellaneous Obligation Number, See section 7 TWCF/APF Standard Document Number Formats for additional standard document format information.
  - Save the SF1034 as a Form Package by selecting the Package (Envelope) icon. Select “All” in the Data Records section and save the file with the requisition number and .FPK extension.
- Approver is notified of pending approval.
  - Review requisition for completeness and accuracy. Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved.
- MTMC-RM will auto create the purchase order and immediately enter Receipt.
- MTMC-RM will send SF1034 to DFAS.

The following SF1034 PCV table provides instructions for completing the Form Flow document and maps the requisition source information:

SF 1034 – PCV	Requisition Section	Field	Comments
Voucher No			
Department			
Date Voucher Prepared			
Contract Number & Date	Item	Detail	
Requisition Number and Date			
Schedule No.			
Payee’s Name	Header	Supplier	
Explanation (Number and Date of Order, Date of Delivery, Articles or Services, Quantity, Unit Price, Amount)	Item		
Approver			
Accounting Classification	Line	Accounting Charge	See section 8 LOA instructions

Complete the Form Flow information and attach the document to the Requisition.

Sample SF1034 Pre-Certified Voucher form:

# TFMS-M Standard Operating Procedures – Purchase Requisitions

Standard Form 100-0 Revised October 1987 Department of the Treasury TFM - 0-000 100-101		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OF ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED		SCHEDULE NO.		
PAYEE'S NAME AND ADDRESS			CONTRACT NUMBER AND DATE		PAID BY		
			FEDERATION NUMBER AND DATE		DATE INVOICE RECEIVED		
					DISCOUNT TERMS		
SHIPPED FROM		TO		FREIGHT		GOVERNMENT S.A. NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OF SERVICE	ARTICLES OF SERVICES <small>(Enter description, item number of contract or purchase order, quantity, unit price, unit cost, unit price, unit cost, unit price)</small>			QUANTITY	UNIT PRICE COST    PER	AMOUNT [4]
(Use one block only if necessary)   Payee must NOT use the space below						TOTAL	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR = \$		EXCLUDE FOR = \$1.00		DIFFERENCES		
	BY:				APPROVED:		
	TITLE				SIGNATURE:		
Research to be made by check in rem. 1. verify that this voucher is correct and proper for payment.							
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK NUMBER		DU ACCOUNT OF U.S. TREASURY		CHECK NUMBER		
	DATE				PAYEE'S		
					TITLE		
					PER		
					TITLE		
FEDERAL ACQUISITION REGULATION STATEMENT							
The information requested on this form is required under the provisions of 31 U.S.C. 101 and 102, for the purpose of determining Federal agency. The information requested is hereby the purchase order and the amount to be paid. Failure to furnish this information will result in the purchase order being cancelled.							

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.6 Requisition Type – PR&C (Purchase Request & Commitment)

#### Overview:

- Requestor:
  - Enter requisition into TFMS-M. TFMS-M standard document number = “TBR”.
  - Print a temporary copy of the Requisitions for requestor’s records.
  - Submit the requisition for Approval and Forward to PAL for review and the addition of the PAL standard document number (e.g., W81GYE13549003).
- Approver is notified of pending approval TFMS-M.
  - Review requisition for completeness and accuracy.
  - PAL will review the requisition and enter the PAL standard document number on the line DFF Standard Document Number field (replace “TBR”) and in the Approver Note field.
  - Determine approval. If not approved enter a reason and route the requisition back to preparer.
- Requestor - Notification of Approval. Print a final copy of the requisitions. Save an electronic copy of report. See section 4.6 Print Requisition for detailed instructions.
- Requestor enters requisition information into Aquiline system.
  - TFMS-M and Aquiline must agree in content and amount.
  - To complete the Contract Level Funding section see section 8 LOA Instructions.
  - Attach the saved TFMS-M requisition report to the Aquiline requisition.
  - Submit the Aquiline requisition for approval.
- Aquiline Approval
  - The aquiline requisition is routed for approval. Note: MTMC is currently working on an enhancement to interface requisitions from TFMS-M to the SPS system, eliminating the aquiline requisition.
  - Verify that the TFMS-M requisition and Aquiline requisition agrees.
- Aquiline routes the approved Aquiline requisition to the SPS system.
- When a contract award is made MTMC-RM autocreates the purchase order in TFMS-M. The purchase order number is the contract number and delivery number (ex. 2134-0001).
- Requestor enters receipts when goods or services are received.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.7 Requisition Type – Purchase Card (IMPAC)

Additional Reference:

Standard Operating Procedures – Credit Cards (MTMC Web Page)

MTMC SOP FOR GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD  
(MTMC Web Page)

Overview:

- Each purchase cardholder receives an annual budget for the new fiscal year.
- The purchase cardholder enters a requisition for the quarterly budget amount into TFMS-M. See section 7 TWCF/APF Standard Document Number Formats for additional standard document format information.
- Approver is notified of pending approval.
  - Review requisition for completeness and accuracy. Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved., then select approve or approve and forward in the notification.
  - The purchase cardholder receives a monthly statement from US Bank. The cardholder reviews the statement and prepares the summary charge distribution. Copies are sent to DFAS and MTMC-RM.
- MTMC-RM will autcreate a monthly purchase order (obligation) from the cardholders approved requisition. The purchase order line distribution is modified to reflect the summary charge distribution. The purchase order number will be assigned using the following 14 digit format:

Position	Description
1-5	Constant “IMPAC”
6-9	Julian Date of Statement (Year, Day of Year)
10-14	First 5 Letters of cardholder name
- MTMC-RM will immediately receipt the purchase order.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.8 Requisition Type – TDY (DD 1610)

#### Overview:

All travel orders (CONUS, OCONUS, and OCONUS direct hires) will be entered into TFMS-M as a requisition. Once the commitment has been approved, MTMC-RM will autogenerate the purchase order. After returning the traveler submits a travel voucher to DFAS-Indianapolis for rate calculation and payment. If over the original amount the requestor will be notified to prepare a requisition for the difference referencing the original standard document number and submit for approval. MTMC-RM will add the additional amount to the purchase order.

- Requestor:
  - Enters requisition into TFMS-M. Create a line for each type of travel cost; Per Diem, Transportation and Other. One requisition line must be created for each distribution line and expenditure type. Do not create multiple distribution lines for a single requisition line. Save the requisition after completing each requisition line and distribution line.
  - 
  - .
  - 
  - Submit the TFMS-M completed requisition for approval.
  - Print a copy of the Requisition.
- Approver is notified of pending approval.
  - Review requisition for completeness and accuracy.
  - Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved, approve the approval notification. The approver can route the requisition to additional approvers by selecting approve and forward.
- Requestor - Notification of Approval. Print a final copy of the requisition and Form Flow documents.
- MTMC-RM will record the obligation when the requisition is final approved. MTMC-RM autocreates a purchase order for line one of the requisition. Lines for Airfare will be added to an existing airfare (Bank of America) purchase order for the current month.
- MTMC-RM will record receipts when the purchase order is autogenerated.
- Requestor - When the travel is complete the requestor prepares DD1351-2 Travel Voucher attaching a copy of the approved DD1610 and receipts.  
Route for payment to:
  - DFAS-IN (Indianapolis)
  - MTMC-RMF – (Alexandria & Ft. Eustis travel vouchers)

Sample DD1610 TDY form:

# TFMS-M Standard Operating Procedures – Purchase Requisitions

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL				1. DATE OF REQUEST 07 JAN 2003	
REQUEST FOR OFFICIAL TRAVEL					
2. NAME Stachunas, Ms. Kathleen A		3. SOCIAL SECURITY NUMBER [REDACTED]	4. POSITION TITLE AND GRADE/RATING MTMC		
5. LOCATION OF PERMANENT DUTY STATION		6. ORGANIZATIONAL ELEMENT MTMC GLOBAL		7. DUTY PHONE NUMBER	
8. TYPE OF ORDER TDY	9. TDY PURPOSE TRAVEL TO DFAS - DENVER		10a. APPROX NO OF TDY DAYS 4	10b. PROCEED DATE 13-JAN-2003	
11. ITINERARY FROM: MTMC, ALEXANDRIA, VA TO: DFAS, DENVER					
12. TRANSPORTATION MODE COMMERCIAL: AIR      GOVERNMENT: NO GOV      LOCAL: OTHER					
13.	a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input checked="" type="checkbox"/> YES		b. OTHER RATE OF DIEM (Specify)		
14. ESTIMATED COST				15. ADVANCE AUTHORIZED	
a. PER DIEM 1000	b. TRAVEL 500	c. OTHER 250	d. TOTAL 1750	NONE	
16. REMARKS This area is used to describe any unique requirements or routing for this TDY order. This will appear in Block 16 - Remarks of the form DD 1510.					
17. TRAVEL-REQUESTING OFFICIAL HIGBE, Mr. HENRY F			18. TRAVEL-APPROVING / DIRECTING OFFICIAL		
AUTHORIZATION					
19. ACCOUNTING CITATION 97 X 4930 FD30 O ES 35 7790 TTTV0000000 9200 21T2 Stat605TD10103 389900 \$1000 97 X 4930 FD30 O ES 35 7790 TTTV0000000 9200 21T1 Stat605TD10104 389900 \$500 97 X 4930 FD30 O ES 35 7790 TTTV0000000 9200 21T2 Stat605TD10104 389900 \$250					
20. AUTHORIZING / ORDER-ISSUING OFFICIAL FOR THE COMMANDER:				21. DATE ISSUED	
				22. TRAVEL ORDER NUMBER 10103	
This form contains information subject to the Privacy Act of 1974, as amended.					

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.9 Requisition Type – Training (DD 1556)

For non-government training less than \$25,000 see Government-Wide Purchase Card for Training Operating Procedure on the MTMC website for instructions.

All other training requires entering a TFMS-M requisition as outlined below:

Requestor:

- Enter requisition into TFMS-M. See section 7 TWCF/APF Standard Document Number Formats for additional format information.
- Create Form Flow document. See DD1556 TDY table below for additional instructions. See DD1556 below for sample of form. See section 8 LOA Instructions for instructions to add block 27 Accounting Classification.
- Save the DD1556 as a Form Package by selecting the Package (Envelope) icon. Select “All” in the Data Records section and save the file with the requisition number and .FPK extension.
- Attach the Form Flow DD1556 document to the TFMS-M requisition. Submit the requisition for approval.
- Print a copy of the Requisition and Form Flow document.
- Route the DD1556 to approver.

Approver:

- Approver is notified pending approval.
  - Approver receives DD1556 form for approval.
  - Approver reviews the DD1556 and logs into TFMS-M, Notification Summary to access the TFMS-M on-line approval notification.
  - Review requisition for completeness and accuracy.
  - Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved, select approve or approve and forward in the approval notification window. The approver can route the requisition to additional approvers by selecting approve and forward.
  - Requestor’s supervisor signs DD1556 block 29-Signature of Fiscal Officer and block 32-Supervisor. The requestor then routes the DD1556 form for block 33-Training Officer and block 34-Authorizing Official signatures not signed by the supervisor.

Requestor:

- Notification of Approval and receipt of the DD1556 document. Print a final copy of the requisition.

MTMC-RM:

- Records the obligation when the requisition is final approved. MTMC-RM autocreates a purchase order for line one of the requisition. Line two (Airfare) is added to an existing airfare (Bank of America) purchase order for the current month.
- Record receipts when the purchase order is autocreated.

Training Official: (When training is completed)

- DD1556 block 35 & 36 completed by the training official.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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- Add additional training information to DD1556 when training is complete and send to DFAS-Indianapolis with attached receipts.
- Enter TMFM-M Receipt.

The following DD1556 Training table provides instructions for completing the Form Flow document and maps the requisition source information:

DD 1556 – Training	Requisition Section	Field	Comments
A. Agency			Enter
B. Standard Document Number			Enter See section 7 Standard Document No.
C. Process Code			
D. Amendment No.			
1. Name	Header	Requestor	Enter
2. Last Name	Header	Requestor	Enter
3. Social Security Number			Enter
4. Ed Level			Enter
5. Continuous Fed Sv			Enter
6. Home Address			Enter
7. Phone Numbers			Enter
8. Position Title			Enter
9. Position Level			Enter
10. Pay Plan/Grade			Enter
11. Organization	Header	Organization	Enter
12. Org. Mailing			Enter
13. Org. UIC			Enter
14. Type of Appointment			Enter
15. No. Prior Non-govern training days			Enter
16. Handicapped Y/N			Enter
17. Title			Enter
18. Objective			Enter
19. Training Source			Enter
20. Course Code			Enter
21. Course Hours			Enter
22. Course Identifiers			Enter
23. Training Period			Enter
24. No expenditure			Enter
25. Direct Costs			Enter
26. Indirect Costs			Enter

## TFMS-M Standard Operating Procedures – Purchase Requisitions

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27. Accounting Classification			See section 8 LOA instructions
28. Labor Costs			Enter
29. Fiscal Officer			Approver Signature
30. Total Costs	Header	Total Amount	Enter
31. Job Order No.			
32. Supervisor			Approver Signature
33. Training Officer			
34. Authorizing Official			Approver Signature
35. Course Acceptance			
36. Course Completion			
37. Billing Instruction			
38. Certifying Govn Official			

Complete the Form Flow information and attach the document to the Requisition.

Sample DD1556 Training form:



## TFMS-M Standard Operating Procedures – Purchase Requisitions

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### 6.10 Requisition Type – Miscellaneous Obligation Document (DA 3717)

Additional Instructions/Information:

MTMC-RM:

- Prepares DA3717 document.
- Prepares requisition in TFMS-M. Standard Document Number = Miscellaneous Obligation Number. See section 7 TWCF/APF Standard Document Number Formats for additional format information
- Attach a copy of the DA3717 document to the requisition and submit the requisition for approval.
- Approver is notified of pending approval. Review requisition for completeness and accuracy. Determine approval. If not approved enter a reason and route the requisition back to preparer. If approved, the approver can route the requisition to additional approvers by selecting approve and forward.
- When requisition is approved prepare Purchase Order and immediately enter a receipt.

## TFMS-M Standard Operating Procedures – Purchase Requisitions

### 7 TWCF/APF Standard Document Number Formats

The following Types table outlines the requisition types and their related standard document 14 digit structure:

Types	1	2	3	4	5	6	7	8	9	10	11	12	13	14
MIPR	<u>M</u>	<u>I</u>	<u>P</u>	<u>R</u>	FY	CAL	FAC ASN	FAC ASN	FAC #	FAC #	#	#	#	#
Training – Individual	<u>T</u>	<u>N</u>	<u>G</u>	<u>LN</u>	LN	LN	LSS	LSS	LSS	LSS	FY	#	#	#
Training – Group	<u>T</u>	<u>N</u>	<u>G</u>	G	R	P	JD	JD	JD	JD	FY	#	#	#
Travel – Individual	LN	LN	LN	LSS	LSS	LSS	LSS	TY	CAL	#	#	#	#	#
Travel – Group	<u>G</u>	<u>R</u>	<u>P</u>	JD	JD	JD	JD	TY	CAL	#	#	#	#	#
Charge Card	<u>I</u>	<u>M</u>	<u>P</u>	<u>A</u>	<u>C</u>	JD	JD	JD	JD	LN	LN	LN	LN	LN
Interfund	D	o	D	A	C	C	JD	JD	JD	JD	P	P	P	P
Misc OBL – MOD	<u>M</u>	<u>Q</u>	<u>D</u>	FY	FY	CAL	FAC ASN	FAC ASN	FAC #	FAC #	#	#	#	#
Reimbursable RWA	<u>R</u>	<u>W</u>	<u>A</u>	<u>M</u>	<u>E</u>	<u>P</u>	FY	FY	CAL	#	#	#	#	#
Cost Transfer	<u>C</u>	<u>Q</u>	<u>S</u>	<u>T</u>	<u>T</u>	<u>R</u>	<u>A</u>	<u>N</u>	CAL	FAC	FAC	#	#	#
Labor Adjustment	<u>L</u>	<u>A</u>	<u>B</u>	<u>O</u>	<u>R</u>	<u>A</u>	<u>D</u>	<u>J</u>	CAL	#	#	#	#	#

TY = Type

FY = Fiscal Year  
 FAC = Facility  
 JD = Julian Date (Year, Day of Year)  
 LN = First digits of Last Name  
 LSS = Last 4 digits Social Security Number  
 ##### Requisition Number (Last Digits)  
 P Pal Number  
 DoDACC DoD Agency Code

A	Long Term TDY
B	Blanket Order Travel
D	Medical TDY
E	Emergency Leave
L	Local Travel
P	Permanent Change of Station
T	Temporary Duty

CAL= Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

## TFMS-M Standard Operating Procedures – Purchase Requisitions

### 8 LOA (Line of Accounting) Instructions

The requestor is responsible for preparing the Accounting Classification sections in all Form Flow documents. The preparer of the requisition completes the project/task/expenditure type information for the requisition lines. The system then assigns the TFMS-M line of accounting (LOA) based on the information entered. Initially the user will need to use a table to map the TFMS-M LOA to the DFAS LOA. An enhancement is currently being coded to provide the DFAS LOA on a custom requisition report available to the requestor.

The following DFAS LOA Instruction table is used to map the TFMS-M accounting code to the DFAS LOA:

DFAS LOA Instruction	TFMS-M Accounting Code Segment
1. Department	Fund
2. Transfer Department	Fund
3. Fiscal Year	Fund
4. Basic Symbol	Fund
5. Limitation	Limit
6. Operating Agency	"35"
7. Facility Code/ASN	ASN/CMD Facility Code
8. Program	Program/AMSCO
9. Cost Center	Cost Center
10 Element of Resource	Element of Resource
11 Standard Document Number	Standard Document Number (14 Digit)
12.Fiscal Station Number	TWCF = 389900, APPR = S28113

TFMS-M LOA:

Requisition Line Item, DFF Standard Document Number field (Ex. IMPAC3001PRUNTY)

Requisition Line Item, Accounting Code field (Pencil on Tool Bar)

Sample of TFMS-M Accounting Code screen with segments displayed:

The screenshot shows a 'Charge Account' dialog box with the following fields and values:

- Fund: 9700XXXXXXXX4930 (TWCF - DoD Working Capital Fund)
- Limit: FD30 (TWCF LIMIT)
- Program/AMSCO: TTTZ0000000 (Gen & Admin Support(G&A))
- Program Year: 0000 (Null)
- Element of Resource: 252G (Management and Professional Support Services)
- ASN/Cmd Facility Code: 6466 (597th - Concord Navy Piers)
- USSGL Account: 610000 (Operating Expenses/Program Costs)
- Cost Center: 4100 (Cost Center 4100)
- Project: 100003 (100003)

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

Use the above DFAS LOA Instruction table to map the line with the following result:

9700XXXXXXXX4930.FD30.356466.TTTZ0000000.4100.252G.IMPAC3001PRUNT.389900