

PROMPT PAYMENT ACT REPORT (PL 97-177)

(ER 37-1-21)

REPORT PERIOD

FROM:

TO:

RCS: DAEN-RMF-28

TO:
**CDR, USACE
ATTN: CERM-FA
WASH DC 20314-1000**

FROM:

1. LATE PAYMENTS CIVIL AND REVOLVING FUND

LINE NO.	REASONS1 a	NO. OF INTEREST PAYMENTS b	PERCENT FREQUENCY c	DOLLAR VALUE OF INTEREST PAYMENTS d
1	CONTRACT/AMENDMENTS NOT AVAILABLE IN PAYING OFFICE			
2	RECEIVING DOCUMENTATION DELAY BY RECEIVING ACTIVITY			
3	DELAYED TO OBTAIN REQUIRED CERTIFICATION INVOICE			
4	DELAYED BY PAYING OFFICE			
5	MILITARY EXERCISE			
6	DISCOUNT TAKEN IN ERROR			
7	FAILED TO NOTIFY VENDOR OF DEFECTIVE INVOICE			
8	ADP DELAY			
9	POSTAL SERVICE DELAY			
10	ALL OTHER			
11	TOTAL			

2a. NO. OF PAYMENTS MADE 3 OR MORE DAYS BEFORE DUE DATE (Except Discounts)	b. PERCENT FREQUENCY ³	c. DOLLAR VALUE OF EARLY PAYMENTS
2d. NO. OF PAYMENTS MADE DURING 1-7 DAY GRACE PERIOD	e. PERCENT FREQUENCY ³	f. DOLLAR VALUE OF GRACE PERIOD PAYMENTS
2g. NO. OF PAYMENTS MADE DURING 8-15 DAY GRACE PERIOD	h. PERCENT FREQUENCY ³	i. DOLLAR VALUE OF GRACE PERIOD PAYMENTS
3a. TOTAL NUMBER OF PAYMENTS	b. DOLLAR VALUE OF ALL PAYMENTS	c. DOLLAR VALUE OF LATE PAYMENTS (include interest payments)

4. REMARKS

5a. PERSON PREPARING (Typed Name, Title, and Commercial Phone No.)	b. SIGNATURE OF FINANCE AND ACCOUNTING OFFICER	6. DATE
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1 Use reverse if more definitive reasons are necessary.
 2 Relative frequencies on a percentage basis of interest penalty payment for each reason as a percent of total payments made.
 3 Number of payments made early/late as a percent of the total number of payments. Statistical basis may be used, if appropriate.
 4 Summarize actions taken during report period to improve payment systems and procedures and specific corrective actions. Use additional sheets, if required.

INSTRUCTIONS FOR COMPLETING ENG FORM 4812-R

Report Period.	For each of the quarterly reports, indicate the
From.	Self explanatory.
Block 1.	Lines 1 through 10.
Column b.	For each of the reasons for late payments in column a, enter the total number of interest payments made.
Column c.	For each of the reasons for late payments, enter the percentages of number of interest payments in column "b" to
Column d.	For each of the reasons for late payments, enter the total dollar value of interest payments.
Block 1.	Line 11 "Total".
Column b.	Enter the total number of interest payments made, lines 1
Column c.	Enter the percentage of the total number of interest payments in column "b" to the total number of payments, BLock 3a.
Column d.	Enter the total dollar value of lines 1 through 10.
Block 2a.	Self explanatory.
Block 2b.	Enter the percentage of the number of payments made 3 or more days before the due date, Block 2a, to the total
Block 2c.	Enter the total dollar value of all payments made early, on those reported in Block 2a.
Block 2d.	Self explanatory.
Block 2e.	Enter the percentage of the number of payments made during the 1-7 day grace period.
Block 2f.	Enter the total dollar value of all payments made during the 1-7 day grace period.
Block 2g.	Self explanatory.
Block 2h.	Enter the percentage of the number of payments made during the 8-15 day grace period, Block 2g, to the total
Block 2i.	Enter the total dollar value of all payments made during the 8-15 day grace period.
Block 3a.	Enter the total number of all payments subject to the Prompt Payment Act remitted to vendors for the period
Block 3b.	Enter the total dollar value of all payments subject to the Prompt Payment Act remitted to vendors for the period
Block 3c.	Enter the total dollar value of all late payments made (including interest payments) subject to the Prompt
Block 4.	This block is used to summarize actions taken during the report period to improve payment systems and procedures and specific corrective actions taken.
Blocks 5a, 5b,	Self explanatory.