

APPENDIX A
 PROMPT PAYMENT ACT REPORT (PL 97-177)
 (ENG FORM 4812-R)

ER 37-1-21
 Change 2
 15 Dec 86

PROMPT PAYMENT ACT REPORT (PL 97-177) <small>(ER 37-1-21)</small>		REPORT PERIOD From: To:		RCS: DAEN-RMF-28	
TO: Cdr, USACE ATTN: DAEN-RMF-A WASH DC 20314-1000		FROM:			
1. LATE PAYMENTS CIVIL AND REVOLVING FUND					
LINE NO.	REASONS ¹	NO. OF INTEREST PAYMENTS ^b	PERCENT FREQUENCY ²	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 OF 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.)			5. SIGNATURE OF FINANCE AND ACCOUNTING OFFICER		6. DATE

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¹Use reverse if more definitive reasons are necessary.
²Relative frequencies on a percentage basis of interest penalty payment for each reason as a percent of total payments made.
³Number of payments made early/late as a percent of the total number of payments. Statistical basis may be used, if appropriate.
⁴Summarize 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 report period.
- 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 the total number of payments, Block 3a.
- 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 through 10.
- 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 number of payments, Block 3a.
- 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 2d, to the total number of payments, Block 3a.
- 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 number of payments, Block 3a.
- 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 covered.
- BLOCK 3b. Enter the total dollar value of all payments subject to the Prompt Payment Act remitted to vendors for the period covered.
- BLOCK 3c. Enter the total dollar value of all late payments made (including interest payments) subject to the Prompt Payment Act.
- 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, and 6. Self explanatory.