

## RECEIPT INSTRUCTIONS

## NON-ENGINEER OPERATION AND MAINTENANCE SPECIAL SERVICE HOTELS

Page 1 of 2 pages

## 1. Receipt:

a. For the accomplishment of work under this demand, work orders will be issued by the Receiving Officer to the contractor. The work order will contain description of work to be done, location, date and name of Occupation Force representative requesting work. Upon completion of the work, the completed work order or an attached sheet will specify the following in sequence as stated.

- (1) Furnished by the Occupation Forces:
  - (a) Labor, in man hours by craft
  - (b) Materials, by type and quantity
  - (c) Equipment, by type and hours of use
- (2) Furnished by the Japanese Contractor:
  - (a) Labor, in man hours by craft
  - (b) Materials, by type and quantity
  - (c) Equipment, by type and quantity
  - (d) Other Services
- (3) Furnished by the Japanese Government:
  - (a) Labor, in man hours by craft
  - (b) Materials, by type and quantity
  - (c) Equipment, by type and quantity
  - (d) Other services

(4) Supplies and materials which have been separately obtained by Military Government labor requisitions will be reported under 1a(1) above. After signature by the Receiving Officer the contractor need not indicate any cost data for anything furnished under 1a (1) above.

b. Monthly consolidated receipt (GPA Form 2) will be prepared by the contractor and/or the Japanese Government. This receipt will be submitted to the Receiving Officer for certification and will reflect the following information:

(1) The number and date of issuance of each work order completed by the contractor during the month being covered by the receipt.

c. At least four (4) copies (more if requested by the Receiving Officer) of the monthly receipt will be accompanied by copies of the completed work order and/or attached sheets which show breakdown of labor, materials and equipment furnished by the Occupation Forces, the contractor and the Japanese Government.

d. If the Receiving Officer desires to terminate the procurement demand prior to the designated date of expiration a "Final" receipt will be submitted. This will terminate the procurement demand and no further request for cancellation is required.

e. Receipts, either negative or positive will be submitted from the effective date shown in the "Delivery Required" space unless terminated by the Receiving Officer prior to the stated expiration date, at which time the provisions of the preceding paragraph will apply.

f. All statements which follow this paragraph are for the guidance of the contractor and/or the Japanese Government and do not pertain to the Receiving Officer.

g. After signature by the Receiving Officer and prior to submitting the Procurement receipt (GPA Form 2) to the Japanese Government for payment, the contractor will enter on a form which he will attach to each of the three copies of the receipt given him by the Receiving Officer, the unit cost and total cost in yen for labor, materials and equipment furnished by him in completing the work orders being receipted for. Official costs and extensions will be furnished by the Japanese Government. When labor or supplies are furnished by the Japanese Government, quantitative listings will be made by the contractor and yen figures written in by the Government.

Non-Engineer Operation and Maintenance - page 2 of 2 pages

If costs reported by the contractor are not allowed by the Government, those figure will be deleted and amounts actually paid substituted therefor. The costs will be submitted to the Procurement Section on PROC Form 69.

h. (1) Receipts for procurement demands which are fulfilled under contracts providing for lumpsum payments, which are not paid on the basis of labor and materials must contain all of the information required under a (1), (2) and (3) but need reflect only the total sumpaid.

(2) Each itemization of labor and each bill of materials will be certified by the contractor or by his authorized representative. The certification will consist of a signed statement attached to or at the end of each itemization of labor and each bill of materials, similat to the following:

"I certify, to the best of my knowledge and belief, that the above (or attached) statements represent a true and accurate account of all labor or all materials furnished by or furnished to, my organization in connection with Procurement Demand No. \_\_\_\_\_ during the period \_\_\_\_\_ to \_\_\_\_\_."

Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Date \_\_\_\_\_

(3) Each itemization of labor and each bill of materials will be checked by the Japanese Government and price data added as indicated in paragraph a (4) above. They will be certified on the PROC Form 69, by a responsible representative of the Japanese Government by adding or attaching a statement similar to the following:

"I have examined the above (or attached) statement by the contractor and the cost data added by the Japanese Government, and I certify to the best of my knowledge and belief, that it represents a true and accurate statement, and that the total amount has been charged to the account indicated."

Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Government Office \_\_\_\_\_  
 Date \_\_\_\_\_

(4) The final receipt issued in connection with each demand and the resultant final PROC Form 69 should include a further certification to read substantially as follows:

"All costs incurred under this demand have been paid and all payments reported on a GPA Form 2 except as follows: (Here list any exceptions to the statement, with an explanation)".

1. In connection with any type of receipt (regardless of whether partial or final, and regardless of whether for materials, equipment and supplies, or for construction or services), after actual payment has been made, a payment Date Form (PROC 69) containing all of the information pertinent to the payment will be forwarded to the nearest Eighth Army Procurement Section Branch or District Office. This PROC 69 will bear the certification of the Japanese representative on the lower portion of the front face of the form.