



Quality Assurance Work Instruction

CP-00-3001-06

Approved:

Date: 3 August 2004

Title: Billing Reviews

REV
A

Page 1 of 5

1.0 POLICY/PURPOSE

Santa Barbara Applied Research, Inc. (SBAR) prepares, evaluates, and maintains complete financial records of the company's business activities. The purpose of this work instruction (WI) is to document how SBAR conducts the monthly billing review function.

2.0 SCOPE

This WI applies to all DD-250 and Public Vouchers issued against all contracts under the cognizance of Santa Barbara Applied Research, Inc.

3.0 REFERENCES AND DEFINITIONS

3.1 References

- CP-00-4000-023 Contract Start-up, Contract Briefings, Contract & Contract Modification Briefs, Form CP-00-3001-06-01.

3.2 Definitions

Billing Cycle: The cycle during which costs are collected and compiled for a given period of time. SBAR typically issues billings in the form of Public Vouchers or DD-250 on a bi-monthly basis. The billing cycle may vary depending on the specific contract.

Form DD-250: A general-purpose form defined in the Federal Acquisition Regulations that is used to document delivery of a product or service to the Government. On certain types of contracts, DD-250 may also be used to bill the Government.

Public Voucher (Form 1034): A general-purpose form defined in the Federal Acquisition Regulations that is used to document delivery of a product or service to the Government. On certain types of contracts, DD-250 may also be used to bill the Government.

Public Voucher (Form 1035): A detailed presentation of costs including labor, other direct costs, indirect costs, and fee or profit supporting the costs presented in the Form 1034.



Quality Assurance Work Instruction

CP-00-3001-06

Approved:

A handwritten signature in black ink, appearing to read 'John J. Hunt', is written over a horizontal line.

Date: 3 August 2004

Title: Billing Reviews

REV
A

Page 2 of 5

4.0 RESPONSIBILITIES

4.1 Program Managers

Program Managers ensure that all Public Vouchers (Form 1034/1035) and DD-250 that have been issued to the Defense Contract Audit Agency (DCAA) or Defense Finance Accounting Service (DFAS) for payment are reviewed for content, consistency, and accuracy. Depending upon contract requirements, this function may be conducted by a Cost or Financial Analyst assigned to the contract. See Checklist 5.2.2, form CP-00-3001-06-A Billing Review Checklist.

4.2 Accounting Manager

The Accounting Manager:

- Ensures that copies of all Public Vouchers and DD-250 have been forward for payment and are distributed to the responsible Program Manager for review and concurrence.
- Takes immediate and appropriate action to investigate potential billing issues and conduct a root cause analysis to determine the cause of billing problems.
- Issues billing revisions in a timely manner when a problem in a public voucher (or DD-250 issued for billing purposes) is identified.



Quality Assurance Work Instruction

CP-00-3001-06

Approved:

Date: 3 August 2004

Title: Billing Reviews

REV
A

Page 3 of 5

5.0 REQUIREMENTS/PROCEDURES

5.1 General

The original Public Vouchers or DD-250 is submitted to the approving agency, based upon contract requirements for each billing period. Concurrent with this submittal, the responsible Program Manager ensures that all billing (Public Vouchers and/or DD-250) are reviewed in accordance with the general procedures identified in Figure 1. A detailed discussion of the review process follows.

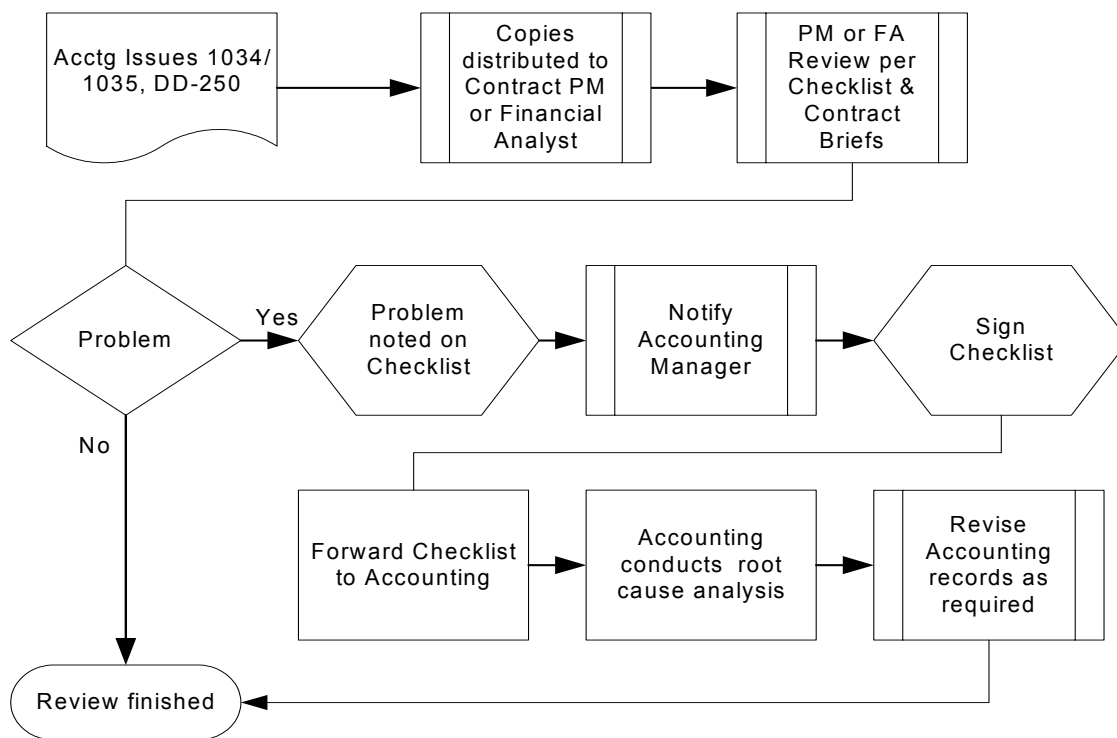


Figure 1 – Review Process

5.2 Specific Requirements

5.2.1 Billing

At the close of each billing period, the Accounting Manager issues original Public Vouchers 1034/1035 or DD-250. Concurrently, copies of the Public Vouchers or DD-250 are forwarded to the Program Manager for review.

5.2.2 Checklist



Quality Assurance Work Instruction

CP-00-3001-06

Approved:

A handwritten signature in black ink, appearing to read 'John J. Hunt', is written over a horizontal line.

Date: 3 August 2004

Title: Billing Reviews

REV
A

Page 4 of 5

The Program Manager issues a [Billing Review Checklist Form-CP-3001-06-01](#) for each DD-250 or Public Voucher if there are inconsistencies or problems in the billing.

5.2.3 Problems Identified

If a problem in the billing is identified a Billing Review Checklist is prepared, including a description of the problem. The Accounting Manager is notified of the identified problem. The checklist is signed and forwarded to the Accounting Manager for resolution of the problem.

5.2.4 Root Cause Analysis and Correction

Upon receipt of a Billing Review Checklist, the Accounting Manager researches the issue and conducts a root cause analysis to determine the source of the problem. Appropriate action is taken to correct the problem and advises the Program Manager. The signed checklist is retained with the billing copy to document the reason for the change.

5.3 Records

The signed copy of Billing Review Checklists is retained in the contract and accounting working files to substantiate the billing review is performed.



**Quality Assurance Work
Instruction**

CP-00-3001-06

Approved:

Date: 3 August 2004

Title: Billing Reviews

**REV
A**

Page 5 of 5

PREPARATION, REVIEW, AND APPROVAL OFFICIALS

Prepared By:

Kirby Mulligan, Accounting Manager

Approved By:

Jack Hart, Director of Finance

CONTROLLED DISTRIBUTION LIST

Copy No.

Master (Electronic)

Copies

Copy Custodian

Accounting Manager

Web Site