

Example Key Supporting Documentation (KSD)



Population	Example Documentation Package	Example KSD*
Undelivered Orders (UDO)	<p>Required Supporting Documentation for sampled UDO open dormant balance of \$90,000.</p> <ol style="list-style-type: none"> 1) Initial Obligor Document (e.g. Contract, MIPR MILSTRIP): \$100,000 2) Authorization Documentation (e.g. DD Form 577) 3) Adjustments to the Obligation (e.g. Contract Amendment to adjust awarded contract amount): \$-5,000 4) Receipt and Acceptance documentation (e.g. Invoices and Receiving Reports): \$-5,000 5) Additional Supporting Documentation (e.g. Correspondence e-mails, Memorandum for Record) 	<p>Accounting and logistic system screen prints Civilian Permanent Change of Station (PCS) Documentation Contracts Contract modifications Correspondence e-mails DD Form 448-2 (Military Interdepartmental Purchase Request (MIPR) Acceptance) DD Form 577 (Authorization) DD 1348 (Military Standard Requisitioning and Issue Procedure (MILSTRIP)) Determination documentation for personnel liability Grant Agreements Invoices Incentive award documentation Intra-Governmental Payment and Collection (IPAC) reports Local Forms Memorandum of agreement Memorandum for Record Payroll Records Personnel Records Purchase orders Reimbursable agreements Receiving reports Travel Authorizations Standard Form (SF)-182 (Training Request) Unmatched Disbursement (UMD) Reports Worker Compensation Claims</p>

Example Key Supporting Documentation (KSD) (cont'd)

Population	Example Documentation Package	Example KSD*
<p>Delivered Orders (DO)-Unpaid</p>	<p>Required Supporting Documentation for sampled DO-Unpaid open dormant balance of \$2,500.</p> <ol style="list-style-type: none"> 1) Initial Obligating Document (e.g. Contract, MIPR MILSTRIP): \$10,000 2) Authorization Documentation (e.g. DD Form 577) 3) Adjustments to the Obligation (e.g. Contract Amendment to adjust awarded contract amount): \$-5,000 4) Receipt and Acceptance documentation (e.g. Invoices and Receiving Reports): \$5,000 5) Proof of Disbursement (e.g. Payment Vouchers, IPAC reports): -\$2,500 6) Additional Supporting Documentation (e.g. Correspondence e-mails, Memorandum for Record) 	<p>Accounting and logistic system screen prints Billing and accrual schedules Civilian PCS Documentation Contracts Contract modifications Correspondence e-mails DD Form 448 (MIPR) DD Form 448-2 (MIPR Acceptance) DD Form 577 (Authorization) DD 1348 (MILSTRIP) Determination documentation for personnel liability Grant Agreements Invoices Incentive award documentation IPAC reports Local Forms Memorandum of agreement Memorandum for Record Payment Vouchers Purchase orders Reimbursable agreements Receiving reports Travel Authorizations SF-1080s (Voucher for Transfers Between Appropriations and/or Funds) UMD Reports Worker Compensation Claims</p>

Example Key Supporting Documentation (KSD) (cont'd)

Population	Example Documentation Package	Example KSD*
<p>UDO-Paid</p>	<p>Required Supporting Documentation for sampled UDO-Paid open dormant balance of \$1,100.</p> <ol style="list-style-type: none"> 1) Initial Obligating Document (e.g. Travel Order): \$1,000 2) Adjustments to the Obligation (e.g. amended travel order): \$500 3) Authorization Documentation (e.g. DD Form 577) 4) Proof of Disbursement (e.g. Payment Vouchers, IPAC reports): \$1,500 5) Evidence of receipt of prepaid goods and services (e.g. Invoices, Receiving reports): -\$400 6) Additional Supporting Documentation (e.g. Correspondence e-mails, Memorandum for Record) 	<p>Payroll Records Purchase orders Purchase Requests Reimbursable agreements Receiving reports Travel Authorizations Travel Vouchers SF-182 (Training Request)</p>
<p>Unfilled Customer Orders (UFCO)</p>	<p>Required Supporting Documentation for sampled UFCO open dormant balance of \$10,000.</p> <ol style="list-style-type: none"> 1) Support agreements (e.g. Reimbursable agreement, Memorandum of agreement) 2) Authorization Documentation (e.g. DD Form 577) 3) Initial Obligating Document (e.g. MIPR): \$15,000 4) Adjustments to Obligating document (e.g. amended MIPR):- \$2,000 5) Evidence of work performance (e.g. Invoices, Receiving reports): -\$3,000 6) Additional Supporting Documentation (e.g. Correspondence emails, Memorandum for Record) 	<p>Accounting and logistic system screen prints Correspondence e-mails DD Form 577 (Authorization) DD Form 448-2 (MIPR Acceptance) IPAC reports Memorandum of agreement Memorandum for Record Reimbursable agreement Receiving reports Unmatched Collection Reports</p>

*The example KSDs listed are intended to provide a guide for the documentation required to support the validity and accuracy of an open balance. This listing is not intended to be comprehensive and additional documentation may be required depending on the specific characteristics of the open balance.