

**Subpart 232.11—Electronic Funds Transfer**

SOURCE: 65 FR 46626, July 31, 2000, unless otherwise noted.

**232.1110 Solicitation provision and contract clauses.**

Use the clause at 252.232-7009, Mandatory Payment by Governmentwide Commercial Purchase Card, in solicitations, contracts, and agreements when—

- (1) Placement of orders or calls valued at or below the micropurchase threshold is anticipated; and
- (2) Payment by Governmentwide commercial purchase card is required for orders or calls valued at or below the micropurchase threshold under the contract or agreement.

**Subpart 232.70—Electronic Submission and Processing of Payment Requests and Receiving Reports**

SOURCE: 68 FR 8455, Feb. 21, 2003, unless otherwise noted.

**232.7000 Scope of subpart.**

This subpart prescribes policies and procedures for submitting and processing payment requests in electronic form to comply with 10 U.S.C. 2227.

**232.7001 Definitions.**

*Electronic form* and *payment request*, as used in this subpart, are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests.

**232.7002 Policy.**

- (a)(1) Contractors shall submit payment requests and receiving reports in electronic form, except for—
  - (i) Classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified information or national security;
  - (ii) Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(8), or contracts

awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies, when access to Wide Area WorkFlow by those contractors is not feasible;

- (iii) Purchases to support unusual or compelling needs of the type described in FAR 6.302-2, when access to Wide Area WorkFlow by those contractors is not feasible;
- (iv) Cases in which DoD is unable to receive payment requests or possible acceptance in electronic form;
- (v) Cases in which the contracting officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the contractor. In those cases, the contracting officer administering the contract shall furnish a copy of the determination to their Senior Procurement Executive; and

(2) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

(b) DoD officials receiving payment requests in electronic form shall process the payment requests in electronic form. Any supporting documentation necessary for payment, such as receiving reports, contracts, contract modifications, and required certifications, also shall be processed in electronic form. Scanned documents are acceptable for processing supporting documentation other than receiving reports and other forms of acceptance.

(c) When payment requests and receiving reports will not be submitted in electronic form—

- (1) Payment requests and receiving reports shall be submitted by facsimile or conventional mail. The contracting officer shall consult with the payment office and the contract administration office regarding the method of payment request to be used; and
- (2) Section G of the contract shall specify the method of payment request.

[72 FR 14241, Mar. 27, 2007, as amended at 73 FR 11358, Mar. 3, 2008; 77 FR 38733, June 29, 2012]