

PROMPT PAYMENT ACT REPORT For use of this form, see ER 37-1-21; the proponent agency is CERM-FA <i>(Public Law 97-177)</i>	QUARTERLY REPORT PERIOD (YYYYMMDD) FROM _____ TO _____	RCS-DAEN-RMF-28
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TO CDR, US ARMY CORPS OF ENGINEERS ATTENTION: CERM-FA 441 G STREET NORTH WEST WASHINGTON, D.C. 20314	FROM
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1. LATE PAYMENTS CIVIL AND REVOLVING FUND

LINE NO.	REASONS ¹ a	NO. OF INTEREST PAYMENTS b	PERCENT FREQUENCY ² c	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 INVOICE		%	
4	DELAYED BY PAYING OFFICE		%	
5	MILITARY EXERCISE		%	
6	DISCOUNT TAKEN IN ERROR		%	
7	FAILED TO NOTIFY VENDOR OF DEFFECTIVE 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 <i>(Except discounts)</i>	2b. PERCENT FREQUENCY ³ %	2c. DOLLAR VALUE OF EARLY PAYMENTS
2d. NO. OF PAYMENTS MADE DURING 1-7 DAY GRACE PERIOD	2e. PERCENT FREQUENCY 1-7 DAYS ³ %	2f. DOLLAR VALUE OF GRACE PERIOD PAYMENTS 1-7 DAYS
2g. NO. OF PAYMENTS MADE DURING 8-15 DAY GRACE PERIOD	2h. PERCENT FREQUENCY 8-15 DAYS ³ %	2i. DOLLAR VALUE OF GRACE PERIOD PAYMENTS 8-15 DAYS
3a. TOTAL NUMBER OF PAYMENTS	3b. DOLLAR VALUE OF ALL PAYMENTS	3c. DOLLAR VALUE OF LATE PAYMENTS <i>(Include interest payments)</i>

4. REMARKS ⁴

5a. PERSON PREPARING (Typed name, Title, and Commercial Phone Number)	5b. DATE (YYYYMMDD)	5c. SIGNATURE OF FINANCE AND ACCOUNTING OFFICER
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¹ USE REVERSE IF MORE DEFINITIVE REASONS ARE NECESSARY.
² RELATIVE FREQUENCIES ON A PERCENTAGE BASIS OF INTEREST PENALTY PAYMENT EACH REASON AS A PERCENT OF TOTAL PAYMENTS MADE.
³ NUMBER OF PAYMENTS MADE EARLY/LATE AS A PERCENT OF THE TOTAL NUMBER OF PAYMENTS. STATISTICAL BASIS MAY BE USED, IF APPROPRIATE.
⁴ SUMMARIZE ACTIONS TAKEN DURING REPORT PERIOD TO IMPROVE PAYMENT SYSTEMS AND PROCEDURES SPECIFIC CORRECTIVE ACTIONS. USE ADDITIONAL SHEETS, IF REQUIRED.

INSTRUCTIONS FOR COMPLETING ENG FORM 4812

Report Period.	For each of the quarterly reports, indicate the report period.
From	Self explanatory.
To	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 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 5c.	Self explanatory.