



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION  
TECHNOLOGY  
AND LOGISTICS

JAN 24 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Billing and Payment of Commercial Small Package Express Shipments

In support of the Department of Defense (DoD) mandate to use electronic means for processing commercial vendor payments, this memorandum provides DoD's approved electronic methods for billing and payment of commercial small package express and administrative shipments.

Effective immediately, the following two methods are approved for billing and payment of commercial small package express shipments: US Bank's PowerTrack system and the Government Purchase Card (GPC). Most base transportation/traffic management offices have PowerTrack accounts. This policy will be reviewed by this office and the Director, Defense Procurement and Acquisition Policy, DUSD (A&T) annually or when related contract/policy changes occur.

In instances where the environment will not support the electronic processes above or business reasons preclude the use of these processes, a waiver may be requested from this office. Waiver requests must contain detailed justification as to why electronic means cannot be used and a proposed future date when the electronic requirement will be met.

This policy has been coordinated with OSD Comptroller, Defense Finance and Accounting Service and the Director, Defense Procurement and Acquisition Policy, DUSD (A&T). My point of contact for this action is Mr. Fred Schutz at 703-601-4461 extension 103.

Earl B. Boyanton, Jr.  
Assistant Deputy Under Secretary  
(Transportation Policy)



JAN 24 2007

cc:

DEPUTY CHIEF FINANCIAL OFFICER, OFFICE UNDER SECRETARY OF DEFENSE  
(COMPTROLLER)  
DEPUTY DIRECTOR, DEFENSE FINANCE & ACCOUNTING SERVICE  
PROGRAM MANAGER, DOD PURCHASE CARD PROGRAM MANAGEMENT  
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