

# SF182

## Standard Operating Procedure

**Updated: April 2012**

Per the Department of the Navy eBusiness Office, the SF182 must be used for the advance payment of training or conference fees when that payment is made using a Government Purchase Card.

Alternatively, if employees of the Naval Postgraduate School elect to pay training or conference fees with a personal credit card; **the Government Travel Card may not be used**, it is not necessary to complete SF-182. In doing so, the employee will include the conference fees on a SF-1164 noting that the fees have been paid with a personal credit card. Once the conference and travel have been completed, the employee will seek reimbursement for the conference fee with an SF-1164.

### **Process to request advance payment of training or conference fees using Purchase Card:**

1. Attendee initiates the SF-182 available on the web.
2. Route the SF-182 for signature. This can be done **electronically** (email) or it can be hand carried through the process. Routing as follows:
  - a. Supervisor completes Section D Block 1 and if applicable Second-line Supervisor completes Block 2 and forwards to;
  - b. Employee Development Coordinator (Laura Cole) who completes Section D Block 3 and sends back to the originator;
  - c. The originator forwards to the applicable Purchase Card Authorizing Official (A/O) who completes Section E approval and returns the SF-182 to the originator.
3. A KFS Purchase Requisition (PR) for the payment of the training or conference fees is completed by the funds PI/PM/OPTAR Holder. The requestor attaches the signed SF-182 to PR and executes the purchase. **(Note: The purchase cannot be made until all signatures are complete on the SF-182)**
4. The PR will route through the normal approval chain in KFS.
5. Upon completion of the training or conference, the attendee will send the SF-182 back with Section F completed or proof that they attended the training or college course to the Purchasing Agent/Cardholder for retention in the purchase folder.