

DD250 Receiving Report

A sample of a fictitious DD250 Receiving Report. [Learn more below](#) about this form.

MATERIAL INSPECTION AND RECEIVING REPORT															Form Approved OMB No. 0704-0248																																																				
<small>Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small> <small>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</small>																																																																			
1. PROCUREMENT INSTRUMENT ID (CONTRACT) NO. SPRDL1-15-C-0174					ORDER NO.			8. INVOICE NO./DATE			7. PAGE 1		OF 1		8. ACCEPTANCE POINT SOURCE																																																				
2. SHIPMENT NO. MPT0003		3. DATE SHIPPED 2016JUL22		4. BIL TCN			5. DISCOUNT TERMS B																																																												
9. PRIME CONTRACTOR MIL-PAC TECHNOLOGY 1672 MAIN STREET RAMONA, CA 92085					CODE 1HLD9			10. ADMINISTERED BY DCMA ORLANDO 3555 MAGUIRE BLVD ORLANDO, FL 32803-3726					CODE S1002A																																																						
11. SHIPPED FROM (If other than #9) MIL-PAC TECHNOLOGY 1672 MAIN STREET RAMONA, CA 92085					CODE 1HLD9			FOB: D			12. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS P.O BOX 182284 COLUMBUS, OH 43218-2284					CODE HQ0338																																																			
13. SHIPPED TO SU W4GG HQ US ARMY TACOM TEAM ARMOR PARTNERSHIP FACILITY WHSE BLDG 88037 LOGISTICS LANE FORT HOOD, TX 76544-5060					CODE W90454			14. MARKED FOR					CODE																																																						
<table border="1"> <thead> <tr> <th>15. ITEM NO.</th> <th>16. STOCK/PART NO. (Indicate number of shipping containers - type - container number.)</th> <th>DESCRIPTION</th> <th>17. QUANTITY SHIP/REC'D</th> <th>18. UNIT</th> <th>19. UNIT PRICE</th> <th>20. AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001AA</td> <td>5998-01-562-8596 ZERO LOT TEST P/N: 12472808-2 PARTIAL LOT, ACTUAL ITEM QUANTITY: 3 UID: D2429012472808-2000088763 D2429012472808-2000088764 D2429012472808-2000088765</td> <td></td> <td>0</td> <td>LO</td> <td>1,500.01</td> <td></td> </tr> <tr> <td colspan="6">SUB-TOTAL:</td> <td>\$0.00</td> </tr> <tr> <td colspan="6">FREIGHT CHARGE:</td> <td>\$0.00</td> </tr> <tr> <td colspan="6">TOTAL AMOUNT:</td> <td>\$0.00</td> </tr> </tbody> </table>																	15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type - container number.)	DESCRIPTION	17. QUANTITY SHIP/REC'D	18. UNIT	19. UNIT PRICE	20. AMOUNT	0001AA	5998-01-562-8596 ZERO LOT TEST P/N: 12472808-2 PARTIAL LOT, ACTUAL ITEM QUANTITY: 3 UID: D2429012472808-2000088763 D2429012472808-2000088764 D2429012472808-2000088765		0	LO	1,500.01		SUB-TOTAL:						\$0.00	FREIGHT CHARGE:						\$0.00	TOTAL AMOUNT:						\$0.00																
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Form DD250

The DD250 is the traditional receipt and acceptance instrument for shipments on defense contracts. Predating advances like copiers and laser printers, the original DD250 was an eight-part form with interleaved carbon-paper, allowing copies to be distributed to all required parties, but not allowing for mistakes! Mandated by DFARS Appendix F, the original form was distributed by the Government Printing Office.

The introduction of the Xerox copier allowed for single-part, fanfold, DD250 forms to be completed by computer systems and 'xeroxed' for distribution. The introduction of the first laser-printed version of the form by Mil-Pac in 1989 eliminated the need for fan-fold forms.

The introduction of Wide Area Workflow (WAWF) began the gradual replacement of the paper DD250 for receipt and acceptance of defense contract shipments with the electronic acceptance in WAWF. After the full adoption of WAWF as the method of Government acceptance for defense contracts, the DD250 requirement was removed from the DFARS. It remains in use as a highly recognizable traveler for defense shipments, documentation of a transaction that actually occurs entirely in WAWF

WA250 Form

The [WA250](#), which is short for WAWF-DD250, is a variant of the traditional DD250 specifically for WAWF, including data fields introduced for it. It is a valid substitute for the DD250, indicative of a shipment that was transacted in Wide Area Workflow.