

APPENDIX L. DISCOUNTS AND REBATES**L.1 DISCOUNTS.**

- L.1.1 The National Aeronautics and Space Administration (NASA) shall follow these procedures in taking discounts and determining the payment due dates when discounts are taken:
- A. Economically Justified Discounts. If NASA is offered a discount by a vendor, whether stipulated in the contract or offered on an invoice, NASA may take a discount if economically justified but only after acceptance has occurred. Treasury Financial Management Services has an online calculator to determine if discounts should be taken. NASA is encouraged to include discount terms in a contract to provide adequate time to take the discount if it is determined to be economically justified.
 - B. Discounts Taken after the Discount Date. If NASA takes a discount after the deadline, NASA shall pay an interest penalty on any amount remaining unpaid.
 - C. Payment Date. When a discount is taken, payment will be made as close as possible to, but no later than, the discount date.
 - D. Start Date. The period for taking the discount is calculated from the date placed on the proper invoice by the vendor. If there is no invoice date on the invoice by the vendor, the discount period will begin on the date a proper invoice is actually received and date stamped or otherwise annotated by the designated agency office.

L.2 REBATES.

- L.2.1 NASA shall take rebates if economically beneficial considering government-wide commercial purchase card payment dates based on an analysis of the total costs and total benefits to the Federal Government as a whole, unless specified otherwise in the contract.
- L.2.2 Treasury Financial Management Services has a rebate sheet which automatically calculates the net savings and determines whether the NASA should pay early or on the Prompt Payment due date. Instructions and an example are provided in the spreadsheet at Treasury's Financial Management Services web site.