Interagency Agreement (IAA) Instructions

The standard Interagency Agreement (IAA) form is comprised of two sections, the General Terms and Conditions (GT&C) Section and Order Requirements and Funding Information (Order) Section. It is the standard form to be used Governmentwide for all reimbursable agreements at the trading partner level, including, but not limited to: agreements between agencies, agreements within agencies, grant-related agreements[1], and assisted acquisitions.[2]

General Terms and Condition (GT&C) Section

The GT&C is the partnership section of the IAA. It sets the relationship between the trading partners. It identifies the agencies entering into the agreement, the authority permitting the agreement, and the agreement action, period, and type. Each IAA must include one GT&C. This section identifies the general terms and conditions that will govern the relationship between the Requesting Agency and Servicing Agency, including roles and responsibilities for both trading partners to ensure effective management of the IAA.

No fiscal obligations are created through the execution of the GT&C; therefore, no services may be performed and/or no goods may be delivered.

Order Requirements and Funding Information (Order) Section

The Order is the funding section that creates a fiscal obligation when the Requesting Agency demonstrates a bona fide need and provides the necessary product(s)/service(s) requirements; funding information is provided for both trading partners; and all required points of contact sign to authorize the Order.

The Order identifies the specific Requesting Agency requirements for the expected delivery of products and/or services by the Servicing Agency. This section identifies the roles and responsibilities for both trading partners to ensure effective management of the Order and use of the related funds.

An IAA must contain one GT&C and at least one Order. A copy of the GT&C must be kept with the Orders that it supports.

Agency/Trading Partners should refer to the following documents to develop standard Governmentwide business practices for their reimbursable activity: the Treasury Financial Manual (TFM) Volume I, *Intragovernmental Business Rules* Bulletin - http://www.fms.treas.gov/tfm/bull.html; and, the Financial Management Line of Business (FMLoB), Standard Business Processes Document V 1.2, Chapter 5.0 - Reimbursables Management Processes - http://www.fsio.gov/fsio/fsiodata/fmlob_sbp.shtml or www.cfoc.gov. Trading Partners should also follow the Federal Acquisition Regulations (FAR) for intragovernmental transaction threshold guidance.

Block No.	Field Name	Instructions/Description
General Terms and Conditions (GT&C) Section		
	IAA Number	IAA Number_____- _____-_____ GT&C# - Order # - Amendment/Mod # The IAA Number is a unique agreement number that must be established between the Requesting Agency and Servicing Agency that will track each IAA from the beginning through the completion or termination. Each Requesting Agency should manage or agree to the IAA Number as assigned by the Servicing Agency until an automated intragovernmental system is released. An automated intragovernmental system will assign the unique IAA Number for each IAA, negating the need for the Requesting Agency or Servicing Agency to assign an IAA Number.

1 Grant-related IAAs are reimbursable agreements where the Servicing Agency awards or manages grant(s), grant program(s), or otherwise performs grant-type services for public benefit on behalf of the Requesting Agency.

2 Assisted Acquisitions are reimbursable agreements, where the Servicing Agency provides acquisition support and awards contracts on behalf of the Requesting Agency's requirements for products or services.

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Block No.	Field Name	Instructions/Description
		The IAA Number is a three-component numbering schema to capture and track the following: • The first component is always the GT&C number. • The middle component tracks any related Orders but will always be zero filled on the GT&C because there may be more than one Order. • The third component tracks any amendments to the GT&C or modifications to related Orders.

Component	Description	Field Requirements
1	GT&C #	Alphanumeric
2	Order #	Alphanumeric
3	Amendment/Mod #	Numeric – • Enter amendment number for each GT&C amendment. • Enter Mod number for each Order modification.

IAA Number Scenarios

IAA Number_____ - _____ - _____
GT&C# - Order # - Amendment/Mod #

Scenario	Description	New GT&C	Amendment	Example
a	New GT&C	**YES**	NO	**00001234**-0000-000
b	Amendment to GT&C	NO	**YES**	**00001234**-0000-**001**
c	New Order	**YES**	NO	00001234-**0001**-000
d	Modification to Order	NO	**YES**	00001234-**0001-001**

DEPARTMENT AND/OR AGENCY GENERAL INFORMATION

1	**Name**	Enter the Department and/or Agency names of the Requesting Agency and Servicing Agency. (The specific Office name will be captured in the Order.)
	Address	Enter the Requesting Agency's and Servicing Agency's mailing address.
2	**Servicing Agency Agreement Tracking Number** (Optional)	Enter the Servicing Agency's unique agreement tracking number. This number is generated and maintained by the Servicing Agency, separate from the IAA Number. **Note:** Many Requesting Agencies use this number as a reference in their systems to quickly identify an IAA if issues need to be analyzed and resolved.
3	**Assisted Acquisition Agreement**	Assisted Acquisitions are interagency/reimbursable agreements, where the Servicing Agency provides acquisition support and awards contracts on behalf of the Requesting Agency's requirements for products or services. Check Yes if this is an Assisted Acquisition Agreement. Check No if this is NOT an Assisted Acquisition Agreement.
4	**GT&C Action (**Check action being taken.)	
	New	Check if this is a new IAA. Enter the GT&C # in IAA Number schema at the top of the form.
	Amendment	Check if the GT&C is being amended. Complete only the GT&C blocks being changed and explain the changes being made. Enter an Amendment Number in the IAA Number schema. **Authorization of an Amendment to the GT&C requires official signatures of both the Requesting Agency and Servicing Agency.**
	Cancellation	Check if this IAA is being canceled, provide a brief explanation, and complete the End Date for when the IAA cancellation is effective.
5	**Agreement Period**	The Agreement Period identifies the period during which the Requesting Agency expects all Orders to be completed by the Servicing Agency.

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Interagency Agreement (IAA) Instructions

Block No.	Field Name	Instructions/Description
		An IAA becomes effective when both parties have signed.
	Start Date MM-DD-YYYY	Enter the date (Month, Day, Year) when the IAA will begin; this date must be on OR after the date the IAA is signed by both parties.
	End Date MM-DD-YYYY	Enter the date (Month, Day, Year) when the IAA will end and all Orders will be completed with delivery of products and/or services and closeout activity. If Cancellation is checked in the GT&C Action block, enter the End Date for the effective cancellation date.
6	**Recurring Agreement** (Check One)	Check Yes if this is a recurring agreement that will be renewed on a regular basis, unless a notice to discontinue is received. If **Yes,** check if this is an annual renewal or other renewal. If Other Renewal is checked, state the recurring renewal period. Check NO if this is not a recurring agreement.
7	**Agreement Type** (Check One)	Each IAA is for one reimbursable agreement and/or Assisted Acquisition Agreement between trading partners and always will have one GT&C and one or more supporting Orders. These Agreement Types inform the parties as to whether, for this IAA, there is one Order or more then one Order to support the GT&C.
	Single Order IAA	Check if this is a one-to-one relationship where there is only one Order for the GT&C.
	Multiple Order IAA	Check if this is a one-to-many relationship where there is more than one Order for the GT&C.
8	**Are Advance Payments Allowed for this IAA** (Check One)	Check Yes if advance payments are allowed for this IAA. **If Yes**: • State the Requesting Agency's specific authority that allows advances. • Capture the specific advance amounts on each Order Line. Check No if advances are NOT allowed for this IAA.
9	**Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount.) **(Optional for Assisted Acquisitions)**	
	Direct Cost	Enter the total agreed-upon direct cost for providing the products and/or services.
	Overhead Fees & Charges	Enter the total agreed-upon overhead fees & charges for providing the products and/or services. Any type of fees or charges above and beyond direct costs should be captured here.
	Total Estimated Amount	Enter the total agreed-upon estimated amount (direct cost plus overhead fees & charges) for this IAA.
	Provide a general explanation of the Overhead Fees & Charges	The Servicing Agency provides a general explanation of how the overhead fees and charges are calculated.
10	**STATUTORY AUTHORITY**	Identify the Requesting Agency's and Servicing Agency's statutory authority for this IAA.
	a. Requesting Agency Authority (Check One)	This is the authority that allows the Requesting Agency to purchase products and/or services from another Federal agency.
	Franchise Fund	Check if the Requesting Agency's authority for this IAA falls under a Franchise Fund and enter the statutory authority title and citation.
	Revolving Fund	Check if the Requesting Agency's authority for this IAA falls under a Revolving Fund and enter the statutory authority title and citation.
	Working Capital Fund	Check if the Requesting Agency's authority for this IAA falls under a Working Capital Fund and enter the statutory authority title and citation.
	Economy Act (31 U.S.C. 1535/ FAR 17.5)	Check if the Requesting Agency's authority for this IAA falls under the Economy Act. • If the Economy Act is the Requesting Agency's authority, the Requesting Agency must keep a Determination and Findings (D&F) on file. • It is important to note that section 1535(d) states, in part, that "[t]he amount obligated is **de-obligated** to the extent that the agency or unit filling the order **has not incurred obligations before the end of the period of availability of the appropriation**, in (1) providing goods or services; or (2) making an authorized

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Block No.	Field Name	Instructions/Description
		contract with another person to provide the requested goods or services."
	Other Authority	Check if the Requesting Agency's authority is **other than** a Franchise Fund, Revolving Fund, Working Capital Fund, or the Economy Act and enter the statutory authority title and citation.
	Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, or Other Authority	Enter the statutory authority title and citation for the Requesting Agency's Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority.
	b. Servicing Agency Authority (Check One)	This is the authority that allows the Servicing Agency to provide products and/or services to another Federal agency and to be reimbursed.
	Franchise Fund	Check if the Servicing Agency's authority for this IAA falls under a Franchise Fund and enter the statutory authority title and citation.
	Revolving Fund	Check if the Servicing Agency's authority for this IAA falls under a Revolving Fund and enter the statutory authority title and citation.
	Working Capital Fund	Check if the Servicing Agency's authority for this IAA falls under a Working Capital Fund and enter the statutory authority title and citation.
	Economy Act (31 U.S.C. 1535/ FAR 17.5)	Check if the Servicing Agency's authority for this IAA falls under the Economy Act. It is important to note that section 1535(d) states, in part, that "[t]he amount obligated is **de-obligated** to the extent that the agency or unit filling the order **has not incurred obligations before the end of the period of availability of the appropriation**, in (1) providing goods or services; or (2) making an authorized contract with another person to provide the requested goods or services."
	Other Authority	Check if the Servicing Agency's authority is **other than** a Franchise Fund, Revolving Fund, Working Capital Fund, or the Economy Act and enter the statutory authority title and citation.
	Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, or Other Authority	Enter the statutory authority title and citation for the Servicing Agency's Franchise Fund, Revolving Fund, Working Capital Fund, or Other Legal Authority.
11	**Requesting Agency's Scope**	State and/or list attachments that support the Requesting Agency's Scope. Enter the Requesting Agency's scope of the work to be performed for the entire IAA by the Servicing Agency. The scope/statement of work/memorandum of understanding may be attached and may contain roles and responsibilities.
12	**Roles & Responsibilities for the Requesting and Servicing Agencies**	State the respective roles and responsibilities that the Requesting and Servicing Agencies must carry out to ensure the effective management and fulfillment of the IAA requirements.
13	**Restrictions** (Optional)	State and/or attach unique requirements and/or mission specific restrictions specific to this IAA.
14	**Assisted Acquisition Small Business Credit Clause**	The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.
15	**Disputes**	Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I ,*Intragovernmental Business Rules* Bulletin, , at **http://www.fms.treas.gov/tfm/bull.html**.
16	**Termination**	Insert number of days that this IAA may be terminated by written notice by either the Requesting Agency or Servicing Agency. If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions. **If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.**

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Interagency Agreement (IAA) Instructions

Block No.	Field Name	Instructions/Description
17	**Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA**	The Requesting Agency shall attach a list of its organizations (offices, bureaus, divisions, etc.) that are authorized to request acquisition assistance for this IAA.
18	**Assisted Acquisition Agreements – Servicing Agency's Organizations Authorized to Provide Acquisition Assistance for this IAA**	The Servicing Agency shall attach a list of its organizations (offices, bureaus, divisions, etc) that are authorized to provide acquisition assistance for this IAA.,
19	**Requesting Agency Clause(s)** (Optional)	Include any additional Requesting Agency clause(s). For Example: Include an ownership clause here if the Requesting Agency wants to recognize ownership of the product or service upon completion of this IAA. In addition, include any clauses to support GT&C Amendments.
20	**Servicing Agency Clause(s)** (Optional)	Include any additional Servicing Agency clause(s) and any amendment clauses. For Example: If there is a termination, dispute, or protest clause specifically related to this agreement, include it as an attachment.
21	**Additional Requesting Agency and/or Servicing Agency Attachments** (Optional)	State and/or attach additional Requesting Agency and/or Servicing Agency attachments. List attachments for the Requesting Agency and Servicing Agency. If necessary, attach additional authority information here for Requesting Agency.
22	**Annual Review of IAA**	By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIALS

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23	**Agency Official (Requesting Agency & Servicing Agency)**	Name	Enter the name of the Agency Official.
		Title	Enter the title of the Agency Official.
		Telephone Number(s)	Enter the telephone number(s) of the Agency Official.
		Fax Number	Enter the fax number for the Agency Official.
		Email Address	Enter the email address for the Agency Official.
		SIGNATURE	The Requesting Agency Official must sign before the Servicing Agency Official signs to confirm that all General Terms and Conditions are included to support this IAA.
		Approval Date	The IAA becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials. However, a fiscal obligation is not created until the parties execute an Order, which

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Block No.	Field Name	Instructions/Description
		requires the Requesting Agency to describe a bona fide need and to provide funding information that must then be accepted by the Servicing Agency.

Order Requirements and Funding Information (Order) Section

24	**Primary Organization /Office Information**	
	Primary Organization/Office Name	Enter the name of the primary organization /office within both the Requesting Agency and Servicing Agency that is directly responsible for requesting the product(s)/service(s) for this Order.
	Responsible Organization/ Office Address	Enter the address of the primary office/organization within both the Requesting Agency and Servicing Agency that is directly responsible for this order.
ORDER/REQUIREMENTS INFORMATION		
25	**Order Action** (Check One)	
	New	Check if this is a new Order.
	Modification (Mod)	• Check if this Order is being modified. • List the affected Order blocks being changed and explain the changes being made. For Example: For a performance period mod, state new performance period for this Order in Block 27. • Fill out the Funding Modification Summary by Line (Block 26) if the Mod involves adding, deleting, or changing **funding** for an Order Line. • A Mod number must be entered in the IAA Number schema. • Authorization of an Order Mod requires official signatures of both the Requesting Agency and the Servicing Agency in relation to the Mod. For example, if there is a funding Mod, then the Funds Approving Officials must sign the IAA Mod.
	Cancellation	• Check if this Order is being canceled and provide a brief explanation. • Fill in the Performance Period End date for the effective cancellation date.
26	Funding Modification Summary by Line	Complete this block for modifications that add, delete or change **funding** information ONLY for an Order Line(s).
	Line #	Fill in the line number that needs a funding modification.
	Original Line Funding	Fill in the line amount obligated on the original order.
	Cumulative Funding Changes from Prior Mods [addition (+) or reduction(-)]	Fill in the sum [all additions and reductions] of all prior approved funding modifications. Do NOT include the current funding Mod.
	Funding Change for This Mod	Fill in the change to funding [addition or reduction] for this Mod
	TOTAL Modified Obligation	Enter the sum of: + Original Line Funding +(-) Cumulative Funding Changes From Prior Mods +(-) Funding Change for This Mod = Total Modified Obligation ==========
	Total Advance Amount (-)	Enter the total Advance Amount from Block 28 for the Line # being modified. **Note:** If there is a Mod to an advance, enter the new advance amount in Block 28.
	Net Modified Amount Due	Enter the sum of: + Total Modified Obligation

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		(-) Total Advance Amount = Net Modified Amount Due ==========
	Total All Other Lines (attach funding details)	If there are mods to additional lines, attach the detail and include the sum of: Original Line Funding, Cumulative funding changes from prior Mods [addition + or reduction (-)], Funding Change for this Mod, Total Modified Obligation, Total Advance Amount (-) and Net Modified Amount Due for all of the additional line mods captured in the attachment.
	Total	Enter the Total of all line mods including Total All Other Lines for: Funding Change for this Mod, Total Modified Obligation, Total Advance Amount (-) and Net Modified Amount Due.
27	**Performance Period**	• The Performance Period identifies the dates between which the products and/or services for the Order will be provided. • The Performance Period could include the Servicing Agency's activities to prepare for and closeout the delivery of the requested products/services. • The Performance Period will be defined depending on the business needs for each IAA. • For a performance period mod, insert the start and end dates that reflect the new performance period.
	Start Date (MM-DD-YYYY)	Enter the date (Month, Day, Year) that the Order will begin.
	End Date (MM-DD-YYYY)	Enter the date (Month, Day, Year) that the Order will end.
28	**Order Line/Funding Information**	
	Line Number	Enter the line number for this Order. If there are 10 lines, this Order will have line numbers 1 through 10. **Additional lines may be added by copying the page with Block 28.**
	ALC	Enter the Requesting Agency's and Servicing Agency's Location Code (See **http://www.fms.treas.gov/TFM/vol1/v1p2c330.html**).
	Treasury Agency Code	Enter the Requesting Agency's and Servicing Agency's Treasury Agency Code according to OMB Circular No. A-11, Appendix C (see **http://www.whitehouse.gov/omb/assets/omb/circulars/a11/current_year/app_c.pdf).**
	Trading Partner Code	Enter the Requesting Agency's and Servicing Agency's Trading Partner Code for FACTS I (see TFM Volume I, Part 2, Chapter 4700, Appendix 5, at **http://www.fms.treas.gov/factsi/tfm-manual.html**).
	Treasury Account Symbol (TAS)	Enter one TAS for each Order Line for the Requesting Agency and Servicing Agency (See **http://www.fms.treas.gov/gwa/factsheet_tas.html**).
	Business Event Type Code (BETC)	Enter one BETC for each line for the Requesting Agency and Servicing Agency. The BETC must be related to the TAS (see **http://www.fms.treas.gov/gwa/factsheet_betc.html**).
	Object Class Code (Optional)	For each line, enter the Object Class Code.
	BPN	Enter the Requesting Agency's and Servicing Agency's Business Partner Number (BPN) (see **http://www.bpn.gov/** and **https://www.bpn.gov/far.)** **Note**: BPN is the standard name for this data element; however, this may be a trading partner's DUNS or the Department of Defense Activity Address Code (DoDAAC).
	BPN + 4 (Optional)	Enter the Requesting Agency's and Servicing Agency's BPN + 4. **Note**: BPN + 4 is the standard name for this data element, however, this may be a trading partner's DUNS + 4 or the Department of Defense Activity Address Code (DoDAAC) + 4.
	Additional Accounting Classification/Information (Optional)	Enter additional important accounting information used for internal tracking for the Requesting Agency and/or Servicing Agency.

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	Requesting Agency Funding Expiration Date MM-DD-YYYY	For each line, enter the date (Month, Day, Year) when the Requesting Agency's funds for this Order Line expire (the last date an obligation can occur). *This does not apply to No-Year Funds.*
	Requesting Agency Funding Cancellation Date MM-DD-YYYY	For each line, enter the date (Month, Day, Year) that the Requesting Agency's funds will cancel for this Order Line. The cancellation date is the fifth year from the expiration date (the last date the payment must be disbursed). For example, if "09-30-2009" is the last year the funds will be available for obligation, then the Requesting Agency will have a cancellation date of "09-30-2014." *This does not apply to No-Year Funds.*
	Project Number & Title	Enter the Requesting Agency's project number and title
	Description of Products and/or Services**, including the Bona Fide Need for this** Order	State or attach a specific, definite, and clear description that demonstrates a bona fide need and supports a binding agreement in accordance with the GT&C that can be recorded as an obligation in the fiscal year that the funds are available for obligation. This description may be, but is not required to be, in the form of a statement of work (SOW), statement of objectives (SOO), performance work statement (PWS), or other requirements document. Assisted Acquisition Agreements will describe the products or services required by the Requesting Agency that will be acquired from a contractor by the Servicing Agency.
	North American Industry Classification System (NAICS) Number (Optional)	For each line, enter the two- to six-digit NAICS number, as needed. For more information, see **http://www.census.gov/eos/www/naics/.**
	Breakdown of Reimbursable Line Costs	
	Units of Measure	For Reimbursable Agreements, enter the unit of measure for each Order Line, if applicable.
	Quantity	For Reimbursable Agreements, enter the number of items, hours, or other unit of measure being delivered for this Order Line, if applicable.
	Unit Price	For Reimbursable Agreements, enter the price per quantity being delivered for this Order Line, if applicable.
	Total	For Reimbursable Agreements, enter the Total line cost, which may be the sum of the quantity multiplied by the price.
	Overhead Fees & Charges	For Reimbursable Agreements, enter the Overhead Fees & Charges for each Order Line.
	Total Line Amount Obligated	For Reimbursable Agreements, enter the total line amount obligated for the product(s) and/or service(s) that will be delivered for this Order Line.
	Advance Line Amount (-)	For Reimbursable Agreements, enter the amount of the Advance for this Order Line. **Note 1**: An Advance may only be paid by the Requesting Agency if "Yes" was selected for the Advance Payment on the GT&C. **Note 2:** All of the Advance line amounts **must** equal the Total Advance Amount for the Order (Block 29). **Note 3:** The Advance Line Amount is based on the Servicing Agency's capital need and may NOT equal the Total Line Amount. **The Requesting Agency MUST have authority (as cited on the GT&C, Block 8) that allows advances for reimbursable agreements.**

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	Net Line Amount Due	For Reimbursable Agreements, enter the net Line Amount Due for the products and/or services that will be delivered for this Order Line. This is the Total Line Amount Obligated less the Advance Line Amount All Net Line Amount Due costs must equal the Total Net Order Amount (Block 30).
	Breakdown of Assisted Acquisition Line Costs	
	Contract Cost	For Assisted Acquisition Agreements, enter the contract cost.
	Servicing Fees	For Assisted Acquisition Agreements, enter the servicing fees associated with the contract.
	Total Obligated Cost	For Assisted Acquisition Agreements, the Servicing Agency enters the Total obligated cost for this Order Line; this is the sum of the contract cost and servicing fees.
	Advance for Line (-)	For Assisted Acquisition Agreements, enter the amount of the Advance for this Order Line. **Note 1**: An Advance may only be paid if "Yes" was selected for the Advance Payment on the GT&C. **Note 2:** All of the Advance line amounts **must** equal the Total Advance Amount for the Order (Block 29). **The Requesting Agency MUST have authority (as cited on the GT&C, Block 8) that allows advances for Assisted Acquisition Agreements.**
	Net Total Cost	For Assisted Acquisition Agreements, enter the net total cost due for the product(s) and/or service(s) that will be delivered for this Order Line. This is the Total Obligated Cost less Advance Line Amount. All Net Total Costs must equal the Total Net Order Amount (Block 30).
	Assisted Acquisition Servicing Fees Explanation	For Assisted Acquisition Agreements, enter information to explain the related service fees for this Order Line.
	Type of Service Requirements	Select Severable, Non-severable Service, or Not Applicable for this Order Line.
29	**Advance Information**	If the Are Advance Payments Allowed for this IAA is checked "Yes" in Block 8 on the GT&C, then an advance may be paid for Order(s) related to that GT&C. **The Requesting Agency MUST have authority (as cited on the GT&C) that allows advances for this IAA.**
	Total Advance Amount for Order	Enter the total advance amount for the entire Order. All Order Line advances (Block 28) must sum to the Total Advance Amount for the Order. **Note:** If more information is needed about the Advance, such as agreed to date of payment, include as a Funding Clause (Block 35).
	Revenue Recognition Methodology	**Note:** According to the Financial Accounting Standards Advisory Board, (FASAB), Statement of Federal Financial Accounting Standards (SFFAS) Statement of Recommended Accounting Standards Number 7, advance payments may **not** be expensed. "Accounting for Advance Payments **shall be recorded as an asset** for the Requesting Agency and liability for the Servicing Agency… Revenue should **not** be recognized **until costs are incurred from providing goods and services**…" Identify the **Revenue Recognition Methodology** that both parties will use to account for the Requesting Agency's expense and the Servicing Agency's revenue <u>as costs are incurred by the Servicing Agency</u> in providing the goods and services for this Order against ALL advances

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		for this Order. **<u>Straight-line</u>** – Check if the same amount will be recognized each month. Provide the amount to be accrued and the number of months. OR **<u>Accrual Per Work Completed</u>** – Check if accruing revenue/expense on an other than straight-line basis and identify the accounting posting periods. **Monthly** – Check if the accrual is based on work completed and invoiced on a monthly basis. OR **Other –** Check if an other regular period will be used and explain the other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. **Work closely with the Requesting Agency's and Servicing Agency's Finance staff to complete this information.**
30	Total Net Order Amount	Enter total net order amount. All Order Line Net Line Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.
31	Attachments	State and/or list Attachments for key project and/or acquisition milestones (optional except for Assisted Acquisition Agreements) and any other pertinent attachments. For Assisted Acquisitions, state or list the agreed-upon projected milestones for this Order.
BILLING & PAYMENT INFORMATION		
32	**Payment Method (Check One)**	**Intra-governmental Payment and Collection (IPAC) is the preferred method.** If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).
	Requesting Agency Initiated IPAC	Check if the Requesting Agency will initiate payment via IPAC.
	Servicing Agency Initiated IPAC	Check if the Servicing Agency will initiate payment via IPAC.
	Credit Card	Check if the Requesting Agency will pay via credit card. Follow the Federal Acquisition Regulation for when and how to use credit cards.
	Other	Check if a payment method other than Requesting Agency Initiated IPAC, Servicing Agency Initiated IPAC, or credit card is used. Explain other payment method and reasoning.
33	**Billing Frequency** (Check One)	**An Invoice must be submitted by the Servicing Agency and accepted by** (i.e. via IPAC transaction).
	Monthly	Check if the invoice will be billed monthly.
	Quarterly	Check if the invoice will be billed quarterly.
	Other	Check if the invoice will be billed **other than** monthly or quarterly. Explain the other agreed-upon billing frequency.
34	**Payment Terms**	Payment is expected from the Requesting Agency in 7 days.
	7 days	Check if the payment is due 7 days from receipt of the bill.
	Other Payment Terms	Check if there is another arrangement other than 7 days. If Other Payment Terms is checked, provide the agreed-upon payment terms and a brief explanation. For Example: When the U.S. General Services Administration initiates the IPAC statement, the funds will move within 24 hours. The

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		Requesting Agency and Servicing Agency would enter this arrangement for payment here.
35	**Funding Clauses/Instructions** (Optional)	Include availability of funds or other funding clauses as deemed necessary. If a "subject to the availability of funds" clause is used, it is important to note that no services may be performed until the Requesting Agency gives written notice to the Servicing Agency that funds are available and that the Servicing Agency can proceed.
36	**Delivery/Shipping Information for Products (Optional)**	Enter the Agency Name, Point of Contact (POC) Name & Title, Email Address, Delivery Address/Room Number, and POC Telephone Number of the person who will receive the shipment.
	Special Shipping Information	Enter specific information for shipping, shipping company, date/time, special instructions, etc.

APPROVALS and CONTACT INFORMATION

Fill in the points of contact for the Requesting Agency and Servicing Agency. Each agency determines who will sign its IAAs per the roles defined below.

37	**PROGRAM OFFICIALS**	The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process. By signing this document, the Requesting Agency Program Official confirms that a bona fide need exists and that funds are legally available for the acquisition described in this document. By then signing this document, the Servicing Agency Program Official accepts the Order's terms and conditions and confirms that the scope of work can be fulfilled.
	Name	Enter the name for the Program Official.
	Title	Enter the title for the Program Official.
	Telephone Number	Enter the telephone number for the Program Official.
	Fax Number	Enter the fax number for the Program Official.
	Email Address	Enter the email address for the Program Official.
	SIGNATURE	The Program Official for both the Requesting Agency and the Servicing Agency must sign to accept this agreement.
	Date Signed	Enter the date when this order was signed.

38	**FUNDING OFFICIAL**	The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.
	Name	Enter the name of the Funds Approving Official.
	Title	Enter the title for the Funds Approving Official.
	Telephone Number	Enter the telephone number for the Funds Approving Official.
	Fax Number	Enter the fax number for the Funds Approving Official.
	Email Address	Enter the email address for the Funds Approving Official.

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	SIGNATURE	The Funds Approving Official for both the Requesting Agency and the Servicing Agency must sign to certify that funds are available and acceptable for obligation for this Interagency Agreement.
	Date Signed	Enter the date when this order was signed.
39	**FINANCE OFFICE POINTS OF CONTACT (POCs)**	The Finance Office POCs for both the Requesting Agency and the Servicing Agency must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.
	Name	Enter the name of the Finance Official. **Note**: This could be a Contracting Officer's Technical Representative.
	Title	Enter the title of the Finance Official.
	Office Address	Enter the address of the Payment Office (Requesting Agency) and Billing Office (Servicing Agency).
	Telephone Number	Enter the telephone number of the Finance Official.
	Fax Number	Enter the fax number for the Finance Official.
	Email Address	Enter the email address of the Finance Official.
	Signature & Date (Optional)	
40	**ADDITIONAL Points of Contact (POCs)** (Optional)	
	Name	Enter the name for the additional POC.
	Title	Enter the title for the additional POC.
	Office Address	Enter the office address for the additional POC.
	Telephone Number	Enter the telephone number for the additional POC.
	Fax Number	Enter the fax number for the additional POC.
	Email Address	Enter the email address for the additional POC.
	Signature & Date (Optional)	

FINAL DRAFT