

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
GT&C #                  Order #                  Amendment/Mod #  
Tracking Number (Optional)

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# IAA Order

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<b>28. Order Line/Funding Information</b>										<b>Line Number</b> _____							
				<b>Requesting Agency Funding Information</b>						<b>Servicing Agency Funding Information</b>							
ALC																	
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
<b>OR</b> Current TAS format																	
BETC																	
Object Class Code (Optional)																	
BPN																	
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)																	
Requesting Agency Funding Expiration Date MM-DD-YYYY									Requesting Agency Funding Cancellation Date MM-DD-YYYY								
<b>Project Number &amp; Title</b>																	
<b>Description of Products and/or Services, including the Bona Fide Need for this Order</b> (State or attach a description of products/services, including the bona fide need for this Order.)																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
<b>Breakdown of Reimbursable Line Costs</b>									<b>OR Breakdown of Assisted Acquisition Line Cost:</b>								
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
				\$				Total Obligated Cost		\$							
Overhead Fees & Charges				\$				Advance for Line (-)		\$							
Total Line Amount Obligated				\$				Net Total Cost		\$							
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$													
<b>Type of Service Requirements</b>																	
<input type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

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**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

**Total Advance Amount for the Order \$**\_\_\_\_\_ [All Order Line advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. \_\_\_\_\_

**30. Total Net Order Amount: \$**

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

**31. Attachments** (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)
- ☐ Other Attachments (Optional)

## 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      ☐ Servicing Agency Initiated IPAC
- ☐ Credit Card      ☐ Other – Explain other payment method and reasoning \_\_\_\_\_

**33. Billing Frequency (Check One)**

**[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]**

- ☐ Monthly    ☐ Quarterly    ☐ Other Billing Frequency (include explanation) \_\_\_\_\_

### 34. Payment Terms (Check One)

- ☐ 7 days    ☐ Other Payment Terms (include explanation): \_\_\_\_\_

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<b>35. Funding Clauses/Instructions</b> (Optional) (State and/or list funding clauses/instructions.)		
<b>36. Delivery/Shipping Information for Products</b> (Optional)		
Agency Name		
Point of Contact (POC) Name & Title		
POC Email Address		
Delivery Address /Room Number		
POC Telephone Number		
Special Shipping Information		
<b>APPROVALS AND CONTACT INFORMATION</b>		
<b>37. PROGRAM OFFICIALS</b>		
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.		
	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
<b>SIGNATURE</b>		
Date Signed		
<b>38. FUNDING OFFICIALS</b> - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds <b>are accurately</b> cited and can be properly accounted for per the purposes set forth in the <b>Order</b> . The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency <b>Funding Official</b> signs to <b>start the work, and to bill</b> , collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.		
	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
<b>SIGNATURE</b>		
Date Signed		

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CONTACT INFORMATION		
<b>FINANCE OFFICE Points of Contact (POCs)</b> The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
<b>39.</b>	<b>Requesting Agency (Payment Office)</b>	<b>Servicing Agency (Billing Office)</b>
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
<b>40. ADDITIONAL Points of Contacts (POCs)</b> (as determined by each Agency) This may include CONTRACTING Office Points of Contact (POCs).		
	<b>Requesting Agency</b>	<b>Servicing Agency</b>
<b>Name</b>		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
<b>Name</b>		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
<b>Name</b>		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		