

REIMBURSABLE WORK AUTHORIZATION <i>(See instructions on Page 3)</i>				Unless specified otherwise, the authority for this agreement is 40 U.S.C. §592(b)(2).			
1. DATE OF REQUEST		2. RWA NUMBER <i>(GSA Use Only)</i>		3. TYPE OF REQUIREMENTS <i>(GSA Use Only)</i> <input type="checkbox"/> SEVERABLE <input type="checkbox"/> NON-SEVERABLE <input type="checkbox"/> GOODS			
4. AGENCY AND BUREAU NAME				5. WORK LOCATION			
6A. AGENCY CONTACT NAME				6E. AGENCY CONTACT'S ADDRESS			
6B. AGENCY CONTACT'S TELEPHONE NUMBER							
6C. AGENCY CONTACT'S E-MAIL				7. DESCRIPTION OF REQUIREMENTS			
6D. AGENCY CONTACT'S FAX NUMBER							
8. AMENDMENT		9A. BILLING TYPE		9B. BILLING TERMS			
RWA amendment provided to change total authorized amount by							
\$		from \$		to \$			
10A. AGENCY LOCATION CODE		10B. FISCAL STATION NUMBER (DOD ONLY)		10C. REQUISITION IDENTIFICATION NUMBER			
13A. AGENCY ACCOUNTING DATA <i>(Limited to 130 characters)</i>				13B. AGENCY FUND YEAR		11. REQUESTED WORK DATES	
						12. AGENCY CERTIFIED AMOUNT	
13C. FUND TYPE <i>(Check One)</i>				13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY		11. A. START	
<input type="checkbox"/> ANNUAL APPROPRIATION <input type="checkbox"/> NO-YEAR APPROPRIATION <input type="checkbox"/> MULTIPLE YEAR APPROPRIATION						11. B. COMPLETION	
13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS)		13F. AGENCY/CUSTOMER ORDER NUMBER		13G. TREASURY ACCOUNT SYMBOL		14A. AGENCY BILLING CONTACT E-MAIL ADDRESS	
				14B. AGENCY FINANCE BILLING OFFICE			
				14C. STREET ADDRESS			
15A. CREDIT CARD NUMBER		15B. EXPIRATION DATE		15C. TYPE OF CARD		15D. NAME OF CARD HOLDER	
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; and (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA.							
16A. SIGNATURE OF FUND CERTIFYING OFFICIAL						16B. DATE	
16C. NAME OF FUND'S CERTIFYING OFFICIAL						16D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS	
16E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL				PHONE NUMBER		EXTENSION	
GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY							
17. FED CODE		18. PEGASYS DOCUMENT NUMBER		19. PEGASYS ACCOUNTING LINE NUMBER		20. FUND CODE	21. INTERFUND YEAR

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One) <input type="checkbox"/> PG53 <input type="checkbox"/> PG61 <input type="checkbox"/> PG80	23D. WORK ITEM NUMBER	
24A. AGREED-UPON CONTRACT AWARD DATE		24B. AGREED-UPON COMPLETION DATE		25. BRIEF PROJECT DESCRIPTION <i>(Limited to 25 Characters)</i> .	

<p>26. ACTION <i>(Check one)</i></p> <p><input type="checkbox"/> NEW</p> <p><input type="checkbox"/> CANCELLED</p> <p><input type="checkbox"/> CHANGE</p> <p><input type="checkbox"/> COMPLETE</p>	<p>27. PLEASE CHECK IF APPROPRIATE</p> <p><input type="checkbox"/> SUPPLEMENTAL LEASE AGREEMENT</p> <p><input type="checkbox"/> OVERTIME UTILITIES</p> <p><input type="checkbox"/> PLANS ATTACHED</p>
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28A. ORGANIZATION CODE	28B. BUILDING NUMBER	28C. FUNCTION CODE	28D. OBJECT CLASS	28E. TOTAL

28F. GRAND TOTAL

29A. GSA PROJECT CONTACT NAME		29B. GSA PROJECT CONTACT PHONE NUMBER		29C. GSA PROJECT CONTACT E-MAIL ADDRESS	
30A. GSA APPROVING OFFICIAL'S SIGNATURE	30B. DATE	30C. GSA APPROVING OFFICIAL'S PHONE NUMBER			
30D. GSA APPROVING OFFICIAL'S NAME		31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)			
30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS					
32A. CERTIFICATE OF COMPLETION SIGNATURE		32B. SIGNER'S NAME <i>(Type or Print)</i>		32C. COMPLETION DATE	

INSTRUCTIONS

GENERAL: Keep a copy for your record and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	Enter date of work request.
2.	For GSA Use Only Enter Reimbursable Work Authorization Number.
3.	For GSA Use Only Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter "Department of the Treasury, Internal Revenue Service."
5.	Enter location where work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including contact name, telephone number, address, fax number, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Enter a description of the requirements sufficient to demonstrate a bona fide need. The bona fide needs rule is statutory (31 U.S.C. § 1502) and is defined in the GAO's <i>Principles of Appropriations Law</i> (Red Book) as follows: <p style="margin-left: 40px;">A fiscal-year appropriation may be obligated only to meet a legitimate, or <i>bona fide</i>, need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11)</p> <p>Because obligation occurs when GSA accepts a customer's funds, there must be a documented bona fide needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, a specific, definite and concise description of the requirements associated with the funds at the time of RWA acceptance.</p>
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: I=Interfund, P=Prepaid, O=Intergovernmental Payment and Collection (IPAC)/Intergovernmental Transfer System (IGOTS), N=Non IPAC/IGOTS, 7=Automated Credit Card, C=Credit Card. (If billing type "C" is selected, the customer must register through the Department of the Treasury's PAY.GOV system.)
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly.
10A.	Enter the eight (8) character agency location code. (Treasury Pay-Station Designator)
10B.	DOD IPAC Only.
10C.	Mandatory for Internal Revenue Service Customers; optional for all others. Enter the appropriate Requisition ID number.
11.	Enter requested project start and completion dates. NOTE: This should not be used as the agreed upon contractual award date. Please see Block 24A and instructions.
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	This data will print on most billings. Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data should include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: <ul style="list-style-type: none">• Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made.• Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year.• No Year - Funding available for obligation without fiscal year limitation.
13D.	Enter the expiration date of the <i>obligational authority</i> for the funds if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2007, the expiration date entered would be 9/30/2007. Do not complete this block if a no year appropriation is marked in Block 13C.
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	For Ordering Agency Use Only. Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings).
14A.	Enter the contact e-mail address for agency billings.
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.
15A-D.	Enter the credit card number, expiration date, type of card, and cardholder name. You may also phone the appropriate GSA-PBS official with this information.
16A.	Enter signature of authorized Agency representative, certifying the validity of the order form and the availability of funds.
16B.	Enter date form was signed.
16C-E.	Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

GSA Internal Customer or Interfund Customer

- 17. Enter the two (2) character Fedcode.
- 18. Mandatory for all General Services Administration internal customers. Enter the eight (8) character Pegasys Document number.
- 19. Enter the Pegasys accounting line number. This field is optional and is limited to two (2) characters.
- 20. Enter four (4) character fund code.
- 21. Enter one (1) character interfund year. This is the last position of the fund code entered in Block 20.

General Services Administration/Public Buildings Service

- 22. Enter Project Control Number.
- 23A. Enter summary-level GSA organization code.
- 23B. Enter the lease number (if applicable).
- 23C. Check the appropriate budget activity code.
- 23D. Enter the four (4) character work item number used to track repair and alteration tasks.
- 23E. Enter the six (6) character Billed Office Address Code (BOAC).
- 23F. Enter the correspondence symbol.
- 23G. Enter the four (4) character Agency Bureau Code.
- 24A. Enter the date of contractual award agreed-upon by GSA-PBS and the Requesting Agency. Per GSA acquisition policy, GSA-PBS has a "reasonable time, based on the complexities of the requirement," to contractually obligate funds accepted from a Requesting Agency."
- 24B. Enter the mutually agreed-upon completion date.
- 25. Enter a brief project description (limited to 25 characters).
- 26. Check the appropriate action block.
- 27. Check as appropriate.
- 28A-F. If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.
- 29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.
- 30A. Enter the signature of the GSA approving official.
- 30B. Enter the date of signature.
- 30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.
- 31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS).
- 32A-C. Enter the certification of completion signature, certifying name, and completion date.