



GPO Finance & Administration has an answer for you.

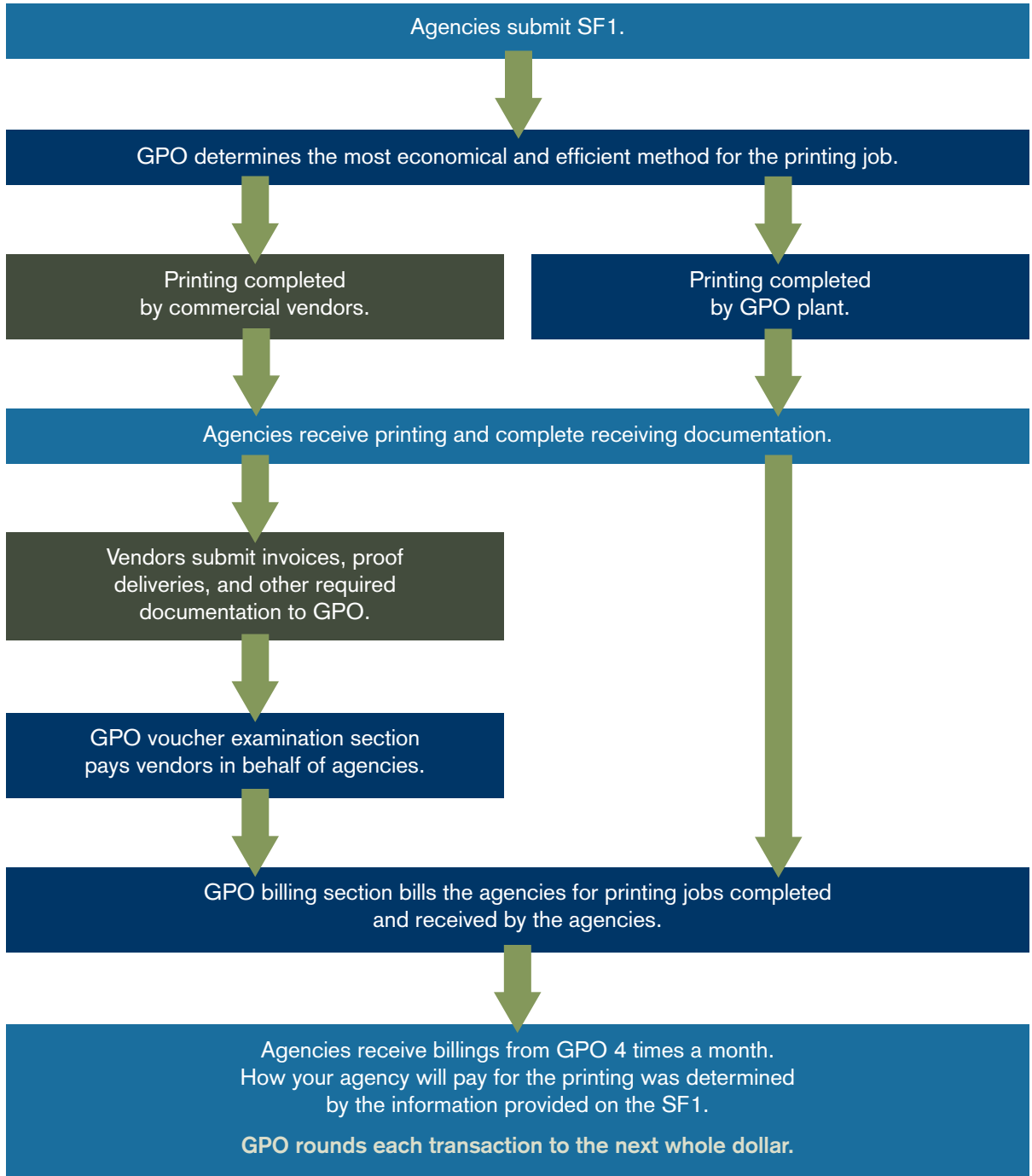
Choose from
IPAC,
Deposit Account,
Credit Card,
or
Direct Billing.



Financial Arrangement for Customer Agencies

Transaction Type	Description	How to Establish	Unique Customers	Funds Received
IPAC	Intra-governmental Payment And Collection system that handles funds transfer between agencies. This is similar to a checking account where the US Treasury is functioning as the bank.	Submit request to FMS indicating the customer's name, mailing address, contact telephone and/or e-mail and the customer's Agency Location Code (ALC).	<p>DAPS (ALC 8522) — DoD's printing entity. Requires line of accounting.</p> <p>Army (ALC 5570) — GPO provides copies of SF 1's with the billings. Requires line of accounting.</p> <p>Marines (ALC 6102) — GPO manually enters additional information into the IPAC. Requires line of accounting.</p> <p>Most agencies require funding information or accounting information for each order placed.</p> <p>(If there is no ALC associated with a customer see Direct Billing).</p>	4 times a month (5th, 10th 15th, and 20th of the month). Funds are available immediately.
DEPOSIT	Customer submits a lump sum payment to be used over time. There is no time limit on the usage of funds. The customer has total control over the funds.	Submit to FMS SF 1 indicating how the funds will be received. If using IPAC, indicate the Agency Location Code (ALC). If not using IPAC, include a check for the deposit amount along with the SF 1. Any questions should be directed to the Customer Service Controller.	Several agencies use deposit accounts as well as the IPAC. SSA, FAA, Department of State, and USDA maintain deposit accounts to name a few.	Funds are received before any transactions.
CREDIT CARD	Customer uses the impact (purchase) cards to place orders. We pay the bank 2% for this process.	When placing an order, indicate that the order is a credit card on the SF 1.	EEOC and the IRS use this arrangement quite frequently.	Funds are available when the GPO submits the transactions to the bank.
DIRECT BILLING	For a few of our customers (the judicial branch, the legislative, and certain executive branch grantees are some examples), the GPO receives payments (either wire or checks) for the bills sent to the customers.	Need to contact the Customer Service Controller to make the necessary arrangements.	<p>Congressional Budget Office</p> <p>The Courts</p> <p>Grantees for the Department of Energy</p> <p>Army Corp of Engineers. Requires line of accounting.</p> <p>Dept. of Air Force. Requires line of accounting.</p> <p>Dept. of Navy. Requires line of accounting.</p> <p>DLA</p>	Funds are available when the GPO receives and deposits the funds.

GPO Billing Process



G P O Finance & Administration

For questions/inquires contact
Helene Williams at **202.512.2073** or **hwilliams@gpo.gov**



U.S. GOVERNMENT PRINTING OFFICE | KEEPING AMERICA INFORMED

732 North Capitol Street NW ■ Washington, DC 20401-0001 ■ www.gpo.gov