

RWA FILE CHECKLIST FOR TENANT AGENCIES

<u>DOCUMENTATION</u>	<u>REQUIRED</u>	<u>NOT REQUIRED</u>
<u>GSA 2957 (RWA) CURRENT VERSION WITH THE FOLLOWING FIELDS FILLED IN</u>		
1. DATE OF REQUEST	☐	
4. AGENCY AND BUREAU NAME	☐	
5. WORK LOCATION	☐	
6A. AGENCY CONTACT NAME	☐	
6B. AGENCY CONTACT'S TELEPHONE NUMBER	☐	
6C. AGENCY CONTACT'S EMAIL	☐	
6D. AGENCY CONTACT'S FAX NUMBER	☐	
6E. AGENCY CONTACT'S ADDRESS	☐	
7. DESCRIPTION OF REQUIREMENTS	☐	
8. AMENDMENT, when applicable	☐	
10A. AGENCY LOCATION CODE	☐	
12. AGENCY CERTIFIED AMOUNT	☐	
13A. AGENCY ACCOUNTING DATA	☐	
13B. AGENCY FUND YEAR	☐	
13C. FUND TYPE (ANNUAL, MULTI OR NO-YEAR) AND CHECK RECOVERY ACT BOX IF APPLICABLE	☐	
13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY	☐	
13E. BPN/DUNS NUMBER	☐	
13F. AGENCY/CUSTOMER ORDER NUMBER	☐	☐
13G. TREASURY ACCOUNTING SYMBOL	☐	
14A. AGENCY BILLING CONTACT EMAIL ADDRESS	☐	
14B. AGENCY FINANCE BILLING OFFICE	☐	
14C. AGENCY BILLING OFFICE STREET ADDRESS	☐	
14D-F AGENCY BILLING OFFICE CITY, STATE AND ZIP	☐	
16A. SIGNATURE OF CERTIFYING OFFICIAL	☐	
16B. DATE	☐	
16C. NAME OF SIGNER	☐	
16D. CERTIFYING OFFICIAL'S EMAIL ADDRESS	☐	
16E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL	☐	
SCOPE OF WORK (must be sufficiently detailed so that the agency bona fide need is evident)	☐	
PLANS OR SPECS	☐	☐

(March 12, 2009)

ADDITIONAL INFORMATION: Block 11 on the GSA Form 2957 Requested Work Dates should not be filled in at the time of submission. GSA will work with the tenant agency and will come to an agreement on these requested work dates. The acceptance of a reimbursable agreement (request) within PBS must be based on an intention to execute the agreement within a reasonable time after acceptance. In order for the obligation by the requesting agency to be valid, the funds must be available for obligation. The requesting agency must have a current bona fide need for the goods or services to be provided by PBS at the time the agency enters into the reimbursable agreement. Future needs or needs outside the scope of the reimbursable agreement shall not be added to the reimbursable agreement.