

**USGS OPAC Billing Information**  
**USGS ALC 14-08-0001**

This form is to be completed by the USGS and attached to agreements\* when the USGS orders supplies or services from other federal agencies and those agencies will bill the USGS through the **OPAC** system. The servicing (charging) agency must provide this information on the OPAC bill when payment request is made. In addition to this information, the charging agency's contact name and phone number must be included on the OPAC transaction. If the charging agency fails to provide the following information on the OPAC bill, the USGS may initiate a chargeback to the agency because of insufficient and untimely data.

USGS Contact \_\_\_\_\_

USGS Contact's Phone Number \_\_\_\_\_

USGS FFS Order/Agreement # to be Charged \_\_\_\_\_

Accounting Classification Data:

USGS Account Number to be Charged \_\_\_\_\_

USGS Object Class to be Charged \_\_\_\_\_

Servicing Agency: _____  By _____ (Signature) (Date)  _____ (Typed Name and Title)	Requesting Agency: US Geological Survey  By _____ (Signature) (Date)  _____ (Typed Name and Title of the Initiator)
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\*This form is not to be used when placing GPO print orders, GSA work authorizations or GSA rent.