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Manual

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This handbook assigns responsibilities and establishes procedures for providing or obtaining goods or services from another Federal Agency by means of interagency agreements.

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PART ONE--INTRODUCTION

I. Purpose. This handbook assigns responsibilities and establishes procedures for providing or obtaining goods or services from another Federal Agency by means of interagency agreements.

II General Instruction. Economics agencies use interagency agreements as legal instruments for documenting the specific goods or services to be provided to or obtained from another Federal Agency. The agreement shall identify the goods or services to be provided or obtained, the period of performance for the entire project, and funding terms for all costs (direct and indirect) to be incurred in the performance of the agreement. The performing agency must incur the expenditures before the end of the fiscal year in which the funds are appropriated.

III Authorities

- A. The Economy Act, 31 U.S.C. 1535 and 1536.
- B. Comptroller General Decision B-104354.

IV Abbreviations

| | |
|-------|--|
| AO | Administrative Officer |
| ASD | Administrative Services Division, EMS |
| BFSAD | Budget, Finance and Systems Automation Division, EMS |
| CAS | Central Accounting System, NFC |
| FMS | Financial Management Section, BFSAD, EMS |
| MASC | Management Accounting Structure Code |
| NFC | National Finance Center |
| OBPA | Office of Budget and Program Analysis, USDA |

V. Definitions

A. Agreement Number. Unique number assigned to each interagency agreement for administrative control purposes. (Interagency agreement numbers are assigned by BFSAD for all agencies except ERS. In ERS the agreement numbers are assigned by the AO.)

B. Agreement, Obligational Interagency. A written agreement which authorizes an Economics agency (requesting agency) to obtain goods or services from another Federal Agency (providing agency). Funds are transferred from the agency receiving the goods or services to the agency providing the goods or services according to a specified schedule of payments. The agreement consists of form AD-672, Reimbursement or Advance of Funds Agreement.

Note: Form AD-672 is not to be used for making advance payments.

C. Agreement, Reimbursable Interagency. A written agreement which authorizes an Economics agency (performing agency) to provide goods or services to another Federal Agency (requesting agency) within one fiscal year. Form AD-672, Reimbursement or Advance of Funds Agreement, is used to transfer funds to the performing agency from the requesting agency.

D. Amendment. Formal written change to an existing reimbursable/obligational interagency agreement. Any modification to the negotiated project requirements and/or period of performance will generally require a change in the amount of funding.

E. Direct Costs. Costs which can be charged directly as a part of the cost of a product or service, or of a department or operating unit.

F. Funding Authority. The appropriations act which provides funds to an agency for specific purposes and periods of time.

G. Leave Factor. The cost of annual leave and all other leave during the period of the agreement. Example: Sick leave, holiday leave, and administrative leave.

H. Overhead Costs. Costs necessary to the production of an article or the performance of a service which are of such nature that the amount applicable to the product or service cannot be determined readily or accurately. Examples include: Administration, Management Support (EMS), and Indirect Account Costs such as space rental, telephone, etc.

PART TWO--REIMBURSABLE INTERAGENCY AGREEMENTS

I. Forms

- AD-672 Reimbursement or Advance of Funds Agreement (Exhibit A)
- AD-700 Procurement Request, with clearance block added (Exhibit B)
- AD-703 Operating Plan (Exhibit C)
- AD-757 Miscellaneous Payment System (Exhibit D)

II. Assignment of Responsibilities

A. Agency Heads:

1. Establish agency procedures to ensure appropriate review of all proposed project plans for reimbursable interagency agreements prior to negotiation.
2. Establish and ensure compliance with delegations of authority for signing form AD-700, Procurement Request, the USDA commitment document for agreement actions. Current delegations as delineated in EAA Directive 1313 and Agency supplements are as follows:
 - a. In EAS, EMS, and OE, all AD-700's are signed by the Agency Head.
 - b. In WAOB, all AD-700's are signed by the Deputy Chairperson.
 - c. In ERS, the Associate Administrator, Division Director, or Director, Data Services Center, signs AD-700's below \$50,000. The Administrator signs AD-700's \$50,000 and above and foreign technical assistance assignments.
 - d. In NASS, all AD-700's are signed by the Administrative Officer, Program Support Staff.
3. Establish and ensure compliance with delegations of authority for signing form AD-672, Reimbursement or Advance of Funds Agreement. Current delegations as delineated in EAA Directive 1313 and Agency supplements are as follows:
 - a. In EAS, EMS, NASS, and OE, agreements are signed by the Agency Head.
 - b. In WAOB, agreements are signed by the Deputy Chairperson.

- c. In ERS, agreements are signed by the Associate Administrator, Division Director, or Director, Data Services Center, except agreements for foreign technical assistance assignments, which are signed by the Administrator.
4. Establish and ensure compliance with delegations of authority for signing form AD-703. Current delegations are as follows:
 - a. In EAS, EMS, ERS, OE, and WAOB, signed by the Head, FMS, BFSAD, EMS.
 - b. In NASS, signed by the Administrative Officer, Budget and Administrative Group, Program Support Staff.

B. Division Directors:

1. Develop annual project plans for reimbursable interagency agreements.
2. Provide preliminary approval for Branch Chiefs or designated project leaders to proceed with formal negotiations of specific reimbursable interagency agreements.
3. Monitor, through designated project leaders, approved agreements to determine that work is progressing satisfactorily in accordance with the terms of the approved agreement.
4. Ensure the maintenance of division's agreement files.

C. Branch Chiefs or Designated Project Leaders:

1. Negotiate and develop terms of the reimbursable interagency agreement with the requesting agency, following preliminary approval by Division Director. Ensure proper supporting and accounting documentation (AD-672) is prepared and maintained for the negotiation and execution of the agreement.
2. For NASS only, prepare AD-672 (see Exhibit A).
3. Initiate agency clearance procedures.
4. Provide leadership and guidance on behalf of the agency throughout the duration of agreements. Direct staff performance in the execution of agreement terms.
5. Monitor agreement costs being incurred and recovered to avoid cost overruns and recovery problems.
6. Notify funding agency of any significant cost overruns or underruns.

D. Administrative Officers (ERS and NASS) and Budget Assistants (EAS, OE, and WAOB):

1. Verify accuracy of the applied overhead and leave factor rates, and computation of the total amount of the agreements.
2. Prepare AD-672 (see Exhibit A), all agencies except NASS. ERS will assign their own agreement number (See Exhibit A for the structure of the number.).
3. Prepare AD-703 (see Exhibit C), all agencies.
4. Prepare AD-700 (see Exhibit B), all agencies except ERS. ERS does not require an AD-700 for their clearance.
5. Obtain clearance of AD-672, sending forms and attachments to FMS, BFSAD, EMS, (all agencies except ERS). In ERS, the AO provides the clearance for agreements less than \$50,000. For agreements that are \$50,000 or more, the AO attaches a note to the AD-672, and sends it to the Director of Central Operations for clearance.
6. In NASS only (under current delegations), sign form AD-703.
7. Send cleared agreement package to the other agency for authorized signature.
8. Obtain authorized agency signature.
9. Send copies of fully executed agreements to:
 - a. Requesting agency;
 - b. FMS, BFSAD, EMS (two copies) with an AD-703; and
 - c. Branch Chief or designated project leader.
10. Inform FMS of any new project codes or accounting codes established for the agreements.
11. Reconcile monthly NFC accounting reports with the agency's internal fund control records. Prepare AD-757 (see Exhibit D), to correct any discrepancies.

E. Budget, Finance and Systems Automation Division, EMS, Staff:

1. Budget Analysts. Review proposed reimbursable interagency agreement for proper terminology and the conformance of the financing arrangements to applicable law and regulations.
2. Ensure entry of the agreement's assigned new project code into the NFC Accounting Code Master file by using the on-line MASC system.
3. Assign agreement numbers, for all agencies except ERS. In ERS the agreement numbers are assigned by the AO (see Exhibit A for the structure of the number).
4. Head, FMS, sign all AD-703's, except those for NASS.
5. Submit signed reimbursable interagency agreement and AD-703 provided by the AOs and Budget Assistants to NFC.
6. Assist agency AOs or Budget Assistants, as needed, to reconcile agency and NFC records.
7. Maintain BFSAD files and related accounting records to monitor agreements involving the transfer of funds.
8. Prepare Status of Reimbursable Project Report to compute billable amount to assist NFC's billing process.

III. Procedures For Entering Into New Reimbursable Interagency Agreements.

An agency enters into a reimbursable interagency agreement when program officials (Branch Chief or designated project leader) complete negotiations and formulate terms with the requesting agency, and when authorized officials of both agencies grant final approval.

The performing agency may incur expenses against the reimbursable interagency agreement after an authorized officer of each agency has signed the agreement. However, if the performing agency is reasonably certain the agreement will be executed and the work is part of the performing agency's ongoing program as authorized by their annual appropriations then the performing agency may begin work on the project and charge subsequent expenditures to the appropriate project code with the understanding that if the agreement is not executed, the performing agency must absorb the expenses already incurred on the project with the performing agency's funds. Any charges made to a project code established for an agreement that is not subsequently executed must be transferred to a regular project code on an AD-757.

A. Plan for Providing Goods or Services to Another Federal Agency.

1. Identify the nature of the request and obtain preliminary approval. Branch Chief or designated project leader prepares brief justification and descriptions, highlighting the objectives, expected outputs, and estimated net costs of proposed agreement and obtains preliminary approval from the Division Director.
2. Develop proposal for formal approval prior to final negotiation. After preliminary approval, Branch Chief or designated project leader prepares a proposal, to include the following wherever applicable, and obtains approval from the Division Director or designee:
 - a. Name of the agency requesting goods or services;
 - b. Brief description of proposed project, to ensure that only goods or services within the scope of the agency's mission are provided;
 - c. Planned methodology for performing the work;
 - d. Period of performance for each major segment of and total project;
 - e. Identification of required progress reports and expected output;
 - f. Responsibilities to be assumed by performing agency and requesting agency;
 - g. Proposed estimated total amount of the agreement, divisional obligations to be incurred in the current fiscal year, and funds to be reimbursed by the requesting agency; and
 - h. Identification of fiscal year of appropriation.

B. Negotiation. Following approval of the proposal, the two agencies negotiate the final provisions of the agreements. Negotiations confirm:

1. Description of goods and services to be provided;
2. Period of performance for each major segment and total project; and
3. Total direct costs the performing agency expects to incur in the project, applicable overhead and leave factor rates, calculated overhead and leave factor amounts, the amount to be reimbursed by the requesting agency, and the method of reimbursement.

C. Clearance - (All Agencies Except ERS).*

1. Branch Chief or designated project leader for NASS will forward a completed Form AD-672 to the responsible AO or Budget Assistant. All other agencies will forward detailed terms of the agreement to the responsible AO or Budget Assistant for preparation of the Form AD-672.
2. AO (NASS) and Budget Assistants (EAS, EMS, OE, and WAOB):
 - a. Assign a document control number;
 - b. Prepare an AD-700 for signature of authorized official and obtain signatures;
 - c. Prepare an AD-672 (EAS, EMS, OE, and WAOB);
 - d. Forward two copies of the signed AD-700 and proposed AD-672 to FMS, BFSAD, EMS; and
 - e. Retain original signed copy and related materials (prior approvals, etc.) to establish the agreement file.
3. Head, FMS, BFSAD, EMS:
 - a. Reviews the agreement (Budget Analysts will provide input);
 - b. Annotates it with necessary language changes;
 - c. Applies clearance block stamp on the AD-700 and denotes approval or disapproval of the agreement terminology and that the financing arrangements are relative to applicable law and regulations (**NOTE:** Any unusual financing arrangements requires approval of OBPA.);
 - d. Provides corrective guidance for agreements not using proper terminology or having a legitimate financial relationship. If an agency refuses to comply with necessary modifications, the agreement will be disapproved;

*** ERS has an informal clearance procedure for all interagency agreements. All agreements for less than \$50,000 must be cleared through the Division Administrative Officer before the agreement is signed by the Division Director. All agreements that are \$50,000 or more must be cleared through the Director of Central Operations before the agreement is signed by the Administrator.**

- e. Assigns an agreement number for approved agreements (See Exhibit A for the structure of the number.);
- f. Returns one copy of the document to the AO or Budget Assistant, along with the other material contained in the review package; and
- g. Retains one copy in a holding file until a copy of the executed agreement is received.

D. Post-Clearance Activities.

1. The Branch Chief or designated project leader (NASS only) or Budget Assistant (EAS, EMS, OE, and WAOB) incorporates any changes to the package suggested during the clearance phase (ERS does not utilize the clearance phase).
2. The AO (ERS and NASS) or Budget Assistant (EAS, EMS, OE, and WAOB) sends three copies of the AD-672 to the appropriate representative of the requesting agency with a request that two copies be signed and returned.
3. When the signed copies are received, the AO or Budget Assistant obtains the signature of the Agency Head or other authorized official, keeps one copy, and distributes other copies as follows:
 - a. Requesting agency;
 - b. FMS, BFSAD, EMS (two photocopies of AD-672 with required AD-703 attached);
 - c. Branch Chief or designated project leader.
4. After receiving the signed agreement and AD-703, the responsible staff of FMS reviews it for accuracy and completeness. The Head, FMS signs the AD-703 for all agencies except NASS (the AO signs the AD-703). The FMS staff then submits one copy of the agreement with signed AD-703 to NFC.
5. Branch Chiefs or designated project leaders:
 - a. Upon receipt of signed copy of form AD-672, designate work assignments and instruct staff to charge all direct costs (including salaries, travel, automated data processing, etc.) to the project code assigned to the agreement;
 - b. Supervise staff performance, and issue progress and final reports as required by the requesting agency; and

- c. Inform AO or Budget Assistant when project is completed, and transmit project file to the AO or Budget Assistant.
- d. Signatures by both parties constitute authorization to incur expenses only up to the amount of the agreement. The performing agency should notify the funding agency at the point when estimated costs to be incurred are 85 percent of the agreement amount. Costs must be monitored to stay within the agreement amount. If costs are expected to exceed the agreement amount, the agreement must be amended or work must be stopped upon reaching the amount of the original agreement.

IV. Procedures For Amending Existing Reimbursable

Interagency Agreements. The process for amendments is identical to the one used for new agreements (forms, clearances, etc.). Additional tasks added to an agreement should fall within the general scope of the original agreement. Otherwise, a new agreement should be negotiated and cleared.

PART THREE--OBLIGATIONAL INTERAGENCY AGREEMENTS

I. Forms

AD-672 Reimbursement or Advance of Funds Agreement (Exhibit E)

AD-700 Procurement Request, with clearance block added (Exhibit F)

AD-838 Purchase Order (Exhibit G)

AD-838B Invoice-Receipt Certification (Exhibit H)

II. Assignment of Responsibilities

A. Agency Heads.

1. Establish agency procedures to ensure appropriate review of all proposed plans for obligational interagency agreements prior to negotiation.
2. Establish and ensure compliance with delegations of authority for signing form AD-700, the USDA commitment document for agreement actions. Current delegations as delineated in EAA Directive 1313 and Agency supplements are as follows:
 - a. In EAS, EMS, and OE, all AD-700's are signed by the Agency Head.
 - b. In WAOB, all AD-700's are signed by the Deputy Chairperson.
 - c. In ERS, the Associate Administrator, Division Director, or Director, Data Services Center, signs AD-700's for less than \$50,000. The Administrator signs AD-700's \$50,000 and above and foreign technical assistance assignments.
 - d. In NASS, all AD-700's are signed by the Administrative Officer, Program Support Staff.
3. Establish and ensure compliance with delegations of authority for signing obligational interagency agreement (form AD-672). Current Directive 1313 delegations are as follows:
 - a. In EAS, EMS, NASS, and OE, agreements are signed by the Agency Heads.

- b. In WAOB, all agreements are signed by the Deputy Chairperson.
- c. In ERS, agreements are signed by the Associate Administrator, Division Director, or Director, Data Services Center, except agreements for foreign technical assistance assignments, which are signed by the Administrator.

B. Division Directors.

- 1. Develop annual project plans for obligational interagency agreements.
- 2. Provide preliminary approval for Branch Chiefs or designated project leaders to proceed with formal negotiations of obligational interagency agreements.
- 3. Monitor, through Branch Chiefs or designated project leaders, approved agreements to determine that work is progressing satisfactorily in accordance with the terms of the agreement.
- 4. Ensure the maintenance of division's agreement files.

C. Branch Chiefs or Designated Project Leaders.

- 1. Negotiate and develop the basic provisions of agreements and initiate agency clearance procedures.
- 2. Provide leadership and guidance on behalf of the agency throughout the duration of agreements.
- 3. Prepare AD-672 (NASS only) for documentation of agreement, if providing agency is not a USDA agency (see Exhibit E). If the providing agency is a USDA agency, the providing agency should prepare an AD-672.
- 4. Provide AOs (ERS) and Budget Assistants (EAS, EMS, OE, and WAOB) with the necessary information to prepare the AD-672 for documentation of agreement if the providing agency is not a USDA agency.
- 5. Verify, periodically, the accuracy of agreement costs being incurred against authorized agreement amount to avoid significant cost overruns or underruns.
- 6. Ascertain that the performing agency has provided the acceptable product or service within the cost and scheduled requirements of the agreement.
- 7. Authorize, through the responsible AO or Budget Assistant, the deobligation of unexpended funds.

8. Transfer the project file to the AO or Budget Assistant. In NASS, the Branch Chief or designated project leader retains the project file.

D. Administrative Officers (ERS and NASS) and Budget Assistants (EAS, EMS, OE, and WAOB).

1. Verify availability of agency funds.
2. Prepare AD-672 (except NASS) for documentation of agreement, if providing agency is not a USDA agency (see Exhibit E). ERS will assign their own agreement number (See Exhibit E for the structure of the number.).
3. Review agreement information provided by Branch Chiefs or designated project leaders and verify accuracy of agreement amount.
4. Prepare AD-700 (see Exhibit F), all agencies except ERS. Forward obligational agreements, along with signed AD-700 (see Exhibit F), to the Head, FMS, BFSAD, EMS (except ERS). The clearance procedure used by ERS does not require the preparation of an AD-700. In ERS, the AO provides the clearance for agreements less than \$50,000. For agreements that are \$50,000 or more, the AO attaches a note to the AD-672 and sends it to the Director of Central Operations for clearance.
5. Send cleared agreement package to performing agency for authorized signature.
6. Obtain authorized agency signature on agreement forms.
7. In NASS only, sign AD-700's for all agreements.
8. Send fully executed copies to:
 - a. Performing agency;
 - b. Procurement Section, ASD, EMS (one copy of AD-672 with attached copy of form used by the providing agency if other than an AD-672);
 - c. Branch Chief or designated project leader; and
 - d. FMS, BFSAD, EMS (two copies of AD-672 with attached copies of form used by the providing agency if other than an AD-672).
9. Process invoices, if necessary, for payment by preparing an AD-838B and send to NFC (see Exhibit H).

10. Reconcile payments to the monthly NFC "Open Purchase Order Report" and budget cost reports with the agency's internal fund control records.

11. Inform FMS of any new project code used for agreements.

E. Administrative Services Division, EMS, Staff.

1. Submit required obligating documents to NFC, after receipt of signed copy of AD-672 agreements (see Exhibit G).

2. Send "Seller's Original" of the AD-838 to the performing agency with the billing office address unchanged on the document. The performing agency should send the billing statement directly to NFC. Annotate the "Seller's Original" with instructions for the performing agency to include the Purchase Order number on each invoice.

F. Budget, Finance and Systems Automation Division, EMS, Staff.

1. Verify that proposed obligational agreement packages contain correct terminology, and the financing arrangements conform to applicable laws and regulations (Budget Analysts will review).

2. Apply clearance block stamp on the AD-700 and denote approval or disapproval of the agreement terminology and that financing arrangements conform to applicable law and regulations.

3. Provide corrective guidance for agreements not using proper terminology or having a legitimate financial relationship. If an agency refuses to comply with necessary modifications, the agreement will be disapproved;

4. Assign agreement numbers for approved agreements (See Exhibit E for the structure of the number.);

5. Ensure entry of agreement's assigned new project code into the NFC Accounting Code Master file by using on-line MASC system.

6. Serve as a liaison between AOs or Budget Assistants and the NFC in reconciling agency records, providing deobligation instructions for unused funds when agreements are completed, or assisting with other fiscal matters, as needed.

III. Procedures for Entering into New Obligational Interagency Agreements. An agency enters into an obligational interagency

agreement when program officials (Branch Chief or designated project leader) complete negotiations and formulate terms with the providing agency, and when authorized officials of both agencies grant final approval.

A. Plan for Obtaining Goods or Services from Another Federal Agency.

1. Branch Chief or designated project leader prepares preliminary agreement plan for approval by the Division Director. The plan should include the following information:
 - a. Name of the agency providing the goods or services and justification for this source selection;
 - b. Brief description of the goods or services to be obtained;
 - c. Proposed methods of monitoring the performance of the providing agency;
 - d. Anticipated period of performance for each major segment and the entire project; and
 - e. Estimated total amount of obligations to be incurred.
2. Division Director reviews preliminary agreement plans and indicates approval or disapproval to proceed with formal agreement negotiations.

B. Negotiation.

1. Branch Chief or designated project leader:
 - a. Upon receipt of Division Director's approval, enters into formal agreement negotiations with the providing agency. The following information should be confirmed:
 - (1) Description of the goods or services requested;
 - (2) Period of performance for each major segment and the entire project;
 - (3) Total amount of obligations to be incurred;
 - (4) Availability of agency funds for the duration of the agreement, not to exceed one year; and
 - (5) Method of billing used by the providing agency.

C. Clearance - (All Agencies Except ERS).*

1. Branch Chief or designated project leader for NASS prepares the agreement if the providing agency does not use an AD-672, and forwards to the responsible AO for processing. All other agencies will forward detailed terms of the agreement to the responsible AO or Budget Assistant for preparation of the Form AD-672.
2. AOs (NASS) and Budget Assistants (EAS, EMS, OE, and WAOB):
 - a. Upon receipt of the negotiated agreement information, verify availability of agency funds;
 - b. Review agreement information provided by Branch Chief or designated project leader and verify accuracy of agreement amount;
 - c. For EAS, EMS, OE, and WAOB, prepare the agreement document if the providing agency does not use an AD-672;
 - d. Assign a document control number;
 - e. Prepare an AD-700 for signature of authorized official and obtain signatures; and
 - f. Obtain clearance of obligational agreements by forwarding two copies of signed AD-700 and proposed agreement package to the Head, FMS, BFSAD, EMS (except ERS).
3. Head, FMS, BFSAD, EMS:
 - a. Reviews the agreement (Budget Analysts will provide input);

*** ERS has an informal clearance procedure for all interagency agreements. All agreements less than \$50,000 must be cleared through the Division Administrative Officer before the agreement is signed by the Division Director. All agreements that are \$50,000 or more must be cleared through the Director of Central Operations before the agreement is signed by the Administrator.**

- b. Applies clearance block stamp to the AD-700 and denotes approval or disapproval of the agreement terminology and the financing arrangements conform to applicable laws and regulations;

- c. Provides corrective guidance for agreements not using proper terminology or having a legitimate financial relationship. If an agency refuses to comply with necessary modifications, the agreement will be disapproved;
- d. Assigns an agreement number for approved agreements (See Exhibit E for structure of the agreement number.);
- e. Returns one copy of the document to the AO (NASS) or Budget Assistant (EAS, EMS, OE, and WAOB), along with the other material contained in the review package; and
- f. Retains one copy in a holding file until a copy of the executed agreement is received.

D. Post Clearance Activities.

1. The Branch Chief or designated project leader (NASS only) or Budget Assistant (EAS, EMS, OE, and WAOB) incorporates any changes to the package suggested during the clearance phase (ERS does not utilize the clearance phase).
2. The AO (ERS and NASS) or Budget Assistant (EAS, EMS, OE, and WAOB) sends three copies of the AD-672 to the appropriate representative of the providing agency with a request that two copies be signed and returned.
3. When the signed copies are received, the AO (ERS and NASS) or Budget Assistant (EAS, EMS, OE, and WAOB) obtains the signature of the Agency Head or other authorized official on the AD-672 and makes distribution of copies as follows:
 - a. Providing agency (original signed copy);
 - b. Procurement Section, ASD, EMS (one copy of AD-672, with attached copy of form used by the providing agency if other than an AD-672);
 - c. FMS, BFSAD, EMS (two copies of AD-672, with attached copies of form used by the providing agency if other than an AD-672); and
 - d. Branch Chief or designated project leader.
4. Procurement Section, ASD, EMS prepares an AD-838 and submits it, with a copy of the agreement package, to NFC. A copy of the AD-838 is sent to the following:
 - a. Providing Agency ("Seller's Original" - Address for the providing agency to bill the Economics agency should be NFC. **Also, include instructions on the providing**

agency's copy to include the Purchase Order number on all billing documents sent to NFC. It is imperative that the providing agency include this information since NFC uses it to identify the obligation to charge.);

- b. Requesting Economics Agency; and
- c. FMS, BFSAD, EMS.

5. Upon receipt of an invoice from NFC, the AO (ERS and NASS) or Budget Assistant (EAS, EMS, OE, and WAOB) prepares an AD-838B (see Exhibit H) and sends to NFC. This is applicable only when the providing agency utilizes the NFC, CAS. If the providing agency uses another method for billing, the requesting agency will not receive an invoice. NFC automatically charges the requesting agency's account according to the accounting classification code provided on the AD-672 and the AD-838.

6. FMS, BFSAD, EMS enters any new assigned project codes into the NFC Accounting Code Master File.

IV. Procedures for Amending Existing Obligational

Interagency Agreements. The process for amendments is identical to the one used for new agreements (forms, clearances, etc.). Additional tasks added to an agreement should fall within the general scope of the original agreement. Otherwise, a new agreement should be negotiated and cleared.

ALLAN S. JOHNSON
Director

Exhibit A

COMPLETION INSTRUCTIONS FOR AD-672
REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT
FOR REIMBURSABLE INTERAGENCY AGREEMENT/AMENDMENTS

REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT

| | | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------|------------------------------|-------------------------------|
| 1 AGREEMENT NUMBER (25) 1 | 2 FISCAL YEAR (4) 2 | 3 ESTIMATED AMOUNT (11) 3 | 4 AGY. BILL NO (1) 4 | 5 TRANS CODE (1) 5 | 6 ACTION CODE (3) 6 |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------|------------------------------|-------------------------------|

| | | | | | |
|--|-----------|--------------|--|-----------|--------------|
| 7 AGENCY REQUESTING SERVICE NAME (32) 7 | | | 8 AGENCY PERFORMING SERVICE NAME (32) 8 | | |
| 1ST LINE ADDRESS (32) 7 | | | 1ST LINE ADDRESS (32) 8 | | |
| 2ND LINE ADDRESS (32) | | | 2ND LINE ADDRESS (32) | | |
| CITY (21) | STATE (2) | ZIP CODE (9) | CITY (21) | STATE (2) | ZIP CODE (9) |

9 SERVICES TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.)

9

10 LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting agency only) (50)

10

| | | | |
|--|--|---|--|
| 11 DURATION OF AGREEMENT EFFECTIVE DATE (From) CONTINUING THROUGH | | 12 METHOD OF PAYMENT REIMBURSEMENT <input checked="" type="checkbox"/> ADVANCE OF FUNDS <input type="checkbox"/> | |
| | | BILLING FREQUENCY <input type="checkbox"/> TYPE OF ACCOUNT <input type="checkbox"/> | |

13 FINANCING (REQUESTING AGENCY - WHEN NOT SERVICED BY NFC)

APPROPRIATION SYMBOL AND TITLE PROJECT, ALLOTMENT, OR WORKPLAN NO. (As applicable)

13

14 FINANCING (REQUESTING AGENCY - WHEN SERVICED BY NFC)

| AGENCY CODE | FUND CODE | ACCT STATION | ACCOUNTING CLASSIFICATION | | | | | | | | | | OBJECT CLASS | AMOUNT | |
|-------------|-----------|--------------|---------------------------|----|---|---|---|---|---|---|---|---|--------------|--------|--|
| | | | A | B | C | | D | E | | 1 | 2 | | | | |
| 2 | 2 | 4 | 5 | 10 | 3 | 3 | 4 | 1 | 4 | 1 | 2 | 4 | 9 | 2 | |
| | | 14 | | | | | | | | | | | | | |

15 FINANCING (PERFORMING AGENCY)

| AGENCY CODE | FUND CODE | ACCT STATION | ACCOUNTING CLASSIFICATION | | | | | | | | | | OBJECT CLASS | AMOUNT | |
|-------------|-----------|--------------|---------------------------|----|---|---|---|---|---|---|---|---|--------------|--------|--|
| | | | A | B | C | | D | E | | 1 | 2 | | | | |
| 2 | 2 | 4 | 5 | 10 | 3 | 3 | 4 | 1 | 4 | 1 | 2 | 4 | 9 | 2 | |
| | | 15 | | | | | | | | | | | | | |

| | | | |
|-------------------------------|------------------------------|----------------------------------|--|
| 16 LEAVE FACTOR (3) 16 | 17 FICA FACTOR (3) 17 | 18 OVERHEAD FACTOR (3) 18 | |
|-------------------------------|------------------------------|----------------------------------|--|

| | | | |
|---|--|---|--|
| 19 REQUESTING AGENCY APPROVAL SIGNATURE 19 DATE | | 20 PERFORMING AGENCY APPROVAL SIGNATURE 20 DATE | |
| TITLE 19 | | TITLE 20 | |

| | | | | | | | |
|-------------------|---------------------------|-----|------|-------------------|---------------------------|-----|------|
| PERSON TO CONTACT | PHONE (Area Code and No.) | FTS | COMM | PERSON TO CONTACT | PHONE (Area Code and No.) | FTS | COMM |
|-------------------|---------------------------|-----|------|-------------------|---------------------------|-----|------|

The numbers below correspond to circled numbers on sample AD-672.

1. **AGREEMENT NUMBER** - Enter the Performing Agency's Agreement Number. Enter 12 Positions Alpha/Numeric. The Agreement Number is composed of the following: This information is inserted on the AD-672 when it is received by EMS, Financial Management Section.

| | | | |
|------|--------------|------|----|
| 1-2: | Agency Code: | ERS | 18 |
| | | EAS | 19 |
| | | NASS | 20 |
| | | OE | 26 |
| | | EMS | 35 |
| | | WAOB | 38 |

| | | | |
|------|------------|------|----|
| 3-4: | Fund Code: | ERS | WR |
| | | EAS | NF |
| | | NASS | WI |
| | | OE | WS |
| | | EMS | WJ |
| | | WAOB | T6 |

5-6: Fiscal Year

7-8: Division Code

9-12: Project Code (9XXX)

2. **FISCAL YEAR** - Enter 4 Positions, e.g., 1991.
3. **ESTIMATED AMOUNT** - Enter up to \$999,999,999.99, **omit** commas and decimal point.
4. **AGENCY BILLING INDICATOR** - Enter 1, 2, or 3.
 - 1 Requesting Agency is an agency serviced by NFC.
 - 2 Requesting Agency is a Government Agency. Bill SF-1081.
 - 3 Requesting Agency is a Government Agency. Bill SF-1080.

NOTE: If none of the above applies, leave blank.

SF-1080 - Voucher for Transfer Between Appropriations and/or Funds. (NFC will submit an SF-1166 to Treasury for check issuance.)

SF-1081 - Voucher and Schedule of Withdrawals and Credits. (NFC will certify the document and forward it to Treasury for the transfer of funds to the billing office.)

5. **TRANSACTION CODE** - Enter 2

2 - Reimbursement - Government

6. **ACTION CODE** - Enter 1 or 2

1 - Add New Agreement
2 - Change Existing Agreement

7. **NAME AND ADDRESS OF REQUESTING AGENCY** -

Name (32 positions)
1st Line Address (32 positions)
2nd Line Address (32 positions)
City (21 positions)
State (2 positions)
Zip Code (5 or 9 positions)

8. **NAME AND ADDRESS OF PERFORMING AGENCY** - Same as item number seven.

9. **SERVICES TO BE PERFORMED** - Enter brief narrative and attach supplemental information if appropriate. If an amendment requires any changes in services, enter the revised description of services.

10. **LIST REFERENCES FOR CORRESPONDENCE** -

Enter reference data that the Requesting Agency requires of Correspondence or Billing (e.g., Requesting Agency Agreement Number) or Authority for Agreement (e.g., Public Law 97-212).

11. **DURATION OF AGREEMENT EFFECTIVE DATE** -

Enter month, day, year (the earliest date is October 1 of current fiscal year).

CONTINUING THROUGH - Enter month, day, year (the latest date is September 30 of current fiscal year).

12. **METHOD OF PAYMENT -**

BILLING FREQUENCY - Enter 0, 1, 2, 3, 4, or 5

- 0 - Immediately
- 1 - Monthly
- 2 - Quarterly
- 3 - Semi-annually
- 4 - Upon completion of work
- 5 - Upon demand

TYPE OF ACCOUNT Enter 0 or 1

- 0 - Transfer of Appropriation Account
- 1 - Consolidated Working Fund

13. **FINANCING** (Requesting Agency - When **not** serviced by NFC) - Complete this block only when the requesting agency does not participate in the Central Accounting System processed by the USDA's National Finance Center.

14. **FINANCING** (Requesting Agency - When serviced by NFC) - Complete this block only when the requesting agency does participate in the Central Accounting System processed by the USDA's National Finance Center.

Agency Code - Enter 2 digit NFC assigned agency code.

Fund Code - Enter 2 digit NFC assigned fund code.

Accounting Station - Enter assigned accounting station code.

Accounting Classification Code - Enter accounting classification code of requesting agency.

Object Class - Self explanatory.

Amount - Enter the estimated agreement amount allowable to each accounting classification code. If an amendment changes the amount of the agreement, enter the revised **total agreement** amount not just the amount of the increase or decrease of the amendment.

15. **FINANCING** (Performing Agency) - Enter agency code, fund code, accounting station, accounting classification code, and amount as stated in 14 above. Always enter object class **0250**. Accounting codes used in this agreement cannot be duplicated in any other

agreement number (all Economics agencies except NASS; NASS has multi-agency agreements).

16. **LEAVE FACTOR** - If leave is to be considered in billing the Requesting Agency for services, enter the leave factor. For example, enter 20.6%.
17. **FICA FACTOR** - If FICA taxes paid are to be considered in billing the Requesting Agency for services, enter the FICA factor. For example, enter 8%.
18. **OVERHEAD FACTOR** - If overhead is to be considered in billing the Requesting Agency for services, enter the overhead factor. For example, enter 18%.
19. **APPROVAL FOR REQUESTING AGENCY** - Self explanatory.
20. **APPROVAL FOR PERFORMING AGENCY** - Self explanatory.

NOTE: AMENDMENTS. Blocks 6, 9, and/or 14 and 15 will be changed when processing amendments. All other blocks will remain the same.

| | | | | | | | | | | | | | |
|--|-----------|----------------------------|---|--------------------------------------|--|------------------------------|----------------------------------|-----------------------------|---|---|--------|----------|--------------|
| 1 AGREEMENT NUMBER (25) 20-WI-91-21-9017 | | 2 FISCAL YEAR (4) 1991 | | 3 ESTIMATED AMOUNT (11) 101000 00 | | 4 AUT. BILL IND. (1) 1 | 5 TRANS. CODE (1) 2 | 6 OBJECT CODE (1) 1 | | | | | |
| 7 AGENCY REQUESTING SERVICE NAME (32) U.S. Department of Agriculture 1ST LINE ADDRESS (32) Agricultural Marketing Service 2ND LINE ADDRESS (32) Dairy Division CITY (21) Washington STATE (2) DC ZIP CODE (9) 20250 | | | | | 8 AGENCY PERFORMING SERVICE NAME (32) U.S. Department of Agriculture 1ST LINE ADDRESS (32) National Agricultural Statistics Service 2ND LINE ADDRESS (32) Room 4110-A, South Building CITY (21) Washington STATE (2) DC ZIP CODE (9) 20250 | | | | | | | | |
| 9 SERVICES TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.) Report estimated average prices and butterfat content for manufacturing grade milk sold by farmers in Minnesota and Wisconsin combined. The price for the previous month will be reported on or before the fifth of the month. The Dairy Division will not bear any of the costs associated with the collection and reporting of information presently published in Agricultural Prices, whereby the prices and butterfat content of manufacturing grade milk are reported separately for Minnesota and Wisconsin for a particular month at the end of the following month. Cost borne by the Dairy Division will be (continued--See Attachment) | | | | | | | | | | | | | |
| 10 LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting agency only.) (50) Memorandum of Agreement - August 1961 12-25-1-7225 | | | | | | | | | | | | | |
| 11 DURATION OF AGREEMENT EFFECTIVE DATE (From) October 1, 1990 CONTINUING THROUGH September 30, 1991 | | | | | 12 METHOD OF PAYMENT REIMBURSEMENT ADVANCE OF FUNDS 2 BILLING FREQUENCY 0 TYPE OF ACCOUNT | | | | | | | | |
| 13 FINANCING (REQUESTING AGENCY - WHEN NOT SERVICED BY NFC) APPROPRIATION SYMBOL AND TITLE PROJECT ALLOTMENT OR WORKPLAN NO. (As applicable) | | | | | | | | | | | | | |
| 14 FINANCING (REQUESTING AGENCY - WHEN SERVICED BY NFC) | | | | | | | | | | | | | |
| AGENCY CODE | FUND CODE | ACCT. STATION | ACCOUNTING CLASSIFICATION | | | | | | | OBJECT CLASS | AMOUNT | | |
| 2 | 2 | 4 | A | B | C | | D | | E | | 4 | 9 | 2 |
| 02 | TB | 0004 | 5 | 10 | 5 | 3 | 4 | 1 | 4 | 1 | 2 | 2510 | \$101,000 00 |
| 15 FINANCING (PERFORMING AGENCY) | | | | | | | | | | | | | |
| AGENCY CODE | FUND CODE | ACCT. STATION | ACCOUNTING CLASSIFICATION | | | | | | | OBJECT CLASS | AMOUNT | | |
| 2 | 2 | 4 | A | B | C | | D | | E | | 4 | 9 | 2 |
| 02 | WI | 0010 | 101XX | XXX9934 | | | | | | | | 0250 | \$101,000 00 |
| 16 LEAVE FACTOR (3) 20 | | 17 FICA FACTOR (2) 9 18 | | 18 OVERHEAD FACTOR (2) 5 | | 18 OVERHEAD FACTOR (3) 29 | | 18 OVERHEAD FACTOR (2) 5 | | | | | |
| 19 REQUESTING AGENCY APPROVAL SIGNATURE "Signature" DATE 12/27/90 TITLE Deputy Administrator, Mgmt., AMS | | | | | 20 PERFORMING AGENCY APPROVAL SIGNATURE "Signature" DATE 11/19/90 TITLE Administrator, NASS | | | | | | | | |
| PERSON TO CONTACT Donna Mills | | | PHONE (Area Code and No.) 202/447-XXXX | | FTS X | COMM X | PERSON TO CONTACT Don Johnson | | | PHONE (Area Code and No.) 202/447-XXXX | | FTS X | COMM X |

Exhibit B

COMPLETION INSTRUCTIONS FOR AD-700
PROCUREMENT REQUEST
FOR REIMBURSABLE INTERAGENCY AGREEMENT

| | | | | | | | | | | | |
|--|-----------------------------------|---|-----|-------------------|--|----------------------------------|---------------------|---|--|--------------------------------------|---|
| PROCUREMENT REQUEST | | TO: (Procurement Office) 1 | | | | | 1 REQUESTING OFFICE | | | | |
| <i>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</i> | | | | | | | | | | | |
| 2 RECEIVING OFFICE NO. | 3 CONTRACT NUMBER (If Applicable) | 4 ORDER DATE | 5 | 6 UNIT CODE | 7 FUND CODE | 8 PURCHASE/DELIVERY ORDER NUMBER | 9 SUB. | 1A PROCUREMENT REQUEST NO. 2 | | | |
| | | | | | | | 1B. DATE | 3 | | | |
| CHECK ONE | | 10. TO: (Seller) | | | 11. SHIP TO: (Consignee and Destination) | | | | | | |
| <input type="checkbox"/> Purchase Order | | | | | 5 | | | | | | |
| <input type="checkbox"/> Delivery Order | | | | | | | | | <input type="checkbox"/> INSIDE DELIVERY REQUESTED | | |
| 12 LINE ITEM | 13 ACT. CODE | 14 DESCRIPTION | | | 15 BUDGET OBJECT | 16 ACC LINE | 17 QUANTITY | 18 UNIT ISSUE | 19 UNIT PRICE | 20 AMOUNT | |
| 6 | | | | | | | | | | 7 | |
| | | | | | | | | | | | For additional information, please contact: |
| 21 FOB POINT | | | | 22 DISCOUNT TERMS | | | Sub-Total ▶ | | 23 | | |
| 23 REQUIRED DELIVERY (Do not use ASAP) | | 23A NEGOTIATED DELIVERY | | 24 SHIP VIA | | 24 ESTIMATED FREIGHT | | TOTAL ▶ | | 9 | |
| 26 ACC. LINE | 25 ACCOUNTING CLASSIFICATION | | | | 30 DISTRIBUTION | | AMOUNT | | | | |
| | A 5 | B 10 | C 5 | D 4 | E 4 | 1-2 | 2 | | | | |
| RECOMMENDED SOURCE(S) (If necessary, use attachment) | | | | | I certify that the above items are necessary for use in the public service | | | | | | |
| | | | | | TITLE | | | | | | |
| | | | | | SIGNATURE OF AUTHORIZED REPRESENTATIVE 11 | | | | | | |

The numbers below correspond to circled numbers on sample AD-700.

1. **PROCESSING OFFICE** - Enter the office address as shown below:
EMS/BFSAD/BFB/FMS
Room 1470, South Building
2. **PROCUREMENT REQUEST NUMBER** - Enter the Document Control Number assigned by the office that prepares the AD-700.
3. **DATE** - Enter date the AD-700 is prepared.
4. **FUND CODE:** EAS NF
 NASS WI
 OE WS
 EMS WJ
 WAOB T6
5. **SHIP TO** - Enter complete destination address to include zip code.
6. **DESCRIPTION** - Line item description.
7. **AMOUNT** - Enter agreement amount.
8. **TECHNICAL CONTACT** - Enter Project Leader's name and telephone number.
9. **TOTAL** - Enter the total amount of agreement.
10. **ACCOUNTING CLASSIFICATION** - Enter the appropriate accounting code.
11. **TITLE AND SIGNATURE** - The designated person for each Economics agency must sign the AD-700 prior to forwarding to the Financial Management Section, EMS.

| | | | | | | | | | | | |
|---|-----------------------------------|---|--------|-------------|-------------|---|----------------------|-----------------------------|---------------|---------------|-----------|
| PROCUREMENT REQUEST <small>INSTRUCTIONS: Agencies must provide entire in unshaded areas. See reverse.</small> | | TO: (Procurement Office) | | | | | 1. REQUESTING OFFICE | | | | |
| | | EMS, BFSAD, BFB, FMS Room 1470 South Building | | | | | | | | | |
| 2 RECEIVING OFFICE NO. | 3 CONTRACT NUMBER (if Applicable) | 4 ORDER DATE | 5 | 6 UNIT CODE | 7 FUND CODE | 8 PURCHASE/DELIVERY ORDER NUMBER | 9 SUB. | 1A. PROCUREMENT REQUEST NO. | | | |
| | | | | WI | | | | 210003 | | | |
| | | | | | | | 1B. DATE | | | | |
| | | | | | | | 11/7/90 | | | | |
| CHECK ONE | | 10. TO: (Seller) | | | | 11. SHIP TO: (Consignee and Destination) | | | | | |
| <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order | | | | | | USDA, NASS Room 4110-A, South Building Washington, DC 20250 <input type="checkbox"/> INSIDE DELIVERY REQUESTED | | | | | |
| 12 LINE ITEM | 13 ACT. CODE | 14 DESCRIPTION | | | | 15 BUDGET OBJECT | 16 ACC. LINE | 17 QUANTITY | 18 UNIT ISSUE | 19 UNIT PRICE | 20 AMOUNT |
| | | Please process attached agreement between NASS and the USDA, Agricultural Marketing Service <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">INCOME AGREEMENT CLEARANCE BY HEAD OF EMS FINANCIAL MANAGEMENT SECTION</p> <p>REVIEWED FOR ADEQUACY OF AGREEMENT TERMINOLOGY USED AND AGREEMENT RELATIONSHIP DESCRIBED</p> <p>ACTION: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED</p> <p>FUNCTION ASSIGNED → 20-WI-91-21-9017</p> <p>SIGNATURE "Signature" DATE 11/9/90</p> </div> <p style="margin-top: 10px;"><i>For additional information, please contact.</i></p> <p style="text-align: center;">Don Johnson 447-XXXX <small>TECHNICAL CONTACT TELEPHONE NO.</small></p> | | | | | | | | 101,000.00 | |
| 21 FOB POINT | | | | | | 22 DISCOUNT TERMS | | Sub-Total ▶ | | | |
| 23 REQUIRED DELIVERY (Do not use ASAP) | | 23A NEGOTIATED DELIVERY | | 24 SHIP VIA | | 25 ESTIMATED FREIGHT | | TOTAL ▶ | | 101,000.00 | |
| | | | | | | | | | | | |
| 28 ACC. LINE | | 29 ACCOUNTING CLASSIFICATION | | | | | 30 DISTRIBUTION | | 31 AMOUNT | | |
| -2- | A 5 | B 10 | C 3 | D 3 | E 1-4 | 1-2 | 2 | | | | |
| | | 101XXXXX9934 | | | | | | | | | |
| RECOMMENDED SOURCE(S) (if necessary, use attachment) | | | | | | I certify that the above items are necessary for use in the public service. | | | | | |
| USDA/AMS | | | | | | TITLE Financial Manager | | | | | |
| | | | | | | SIGNATURE OF AUTHORIZED REPRESENTATIVE "Signature" | | | | | |

Exhibit C

COMPLETION INSTRUCTIONS FOR AD-703
OPERATING PLAN
FOR REIMBURSABLE INTERAGENCY AGREEMENT/AMENDMENT

The numbers below correspond to circled numbers on sample AD-703.

1. **AGENCY NAME** - Enter the agency's name which may be abbreviated.

EAS - Economic Analysis Staff
EMS - Economics Management Staff
ERS - Economic Research Service
NASS - National Agricultural Statistics Service
OE - Office of Energy
WAOB - World Agricultural Outlook Board

2. **AGENCY CODE** - ERS 18
EAS 19
NASS 20
OE 26
EMS 35
WAOB 38

3. **FUND CODE** - ERS WR
EAS NF
NASS WI
OE WS
EMS WJ
WAOB T6

4. **DOCUMENT NUMBER** - Enter the number "1" for all initial plans. Enter "2," "3," etc., for subsequent revisions.

5. **EFFECTIVE DATE** - Enter the effective date (first day of the planning period) of the operating plan (month-day-year) (XX-XX-XX).

6. **FISCAL YEAR** - Enter the fiscal year of the operating plan (19XX).

7. **ACCOUNTING CLASSIFICATION** - Enter the appropriate accounting classification code shown on AD-672 (Reimbursement or Advance of Funds Agreement).

8. **PAGE** - Enter page control numbers (i.e., "1 of 1" or "1 of 2").

9. **DESCRIPTION** - Enter the descriptive terms (i.e., organization and/or project name) involved with the operating plan when submitting initial plans.

10. **OBJECT CLASS** - Enter object class 0250.
11. **REMARKS** - Enter agreement number.
12. **COLUMNS 1 THRU 12** - These columns represent 12 months. Enter whole dollar amounts for the month the agreement is executed.
13. **TOTAL** - Enter the totals of this line entry.
14. **SIGNATURES AND DATES** - These associated items provide approval documentation.
15. Same as above.
16. Same as above.
17. Same as above.

Exhibit D

COMPLETION INSTRUCTIONS FOR AD-757
MISCELLANEOUS PAYMENT SYSTEM

MISCELLANEOUS PAYMENTS SYSTEM

See completion instructions published in Title II, Voucher and Invoice Payments Manual, Chapter 6, Section 5

| | | | | | | | | | | | |
|--|--|-----------------|-----------|----------------------|---|--------------------|--|-------------------|-----------|----------------------------|----------------|
| 1 VENDOR/SELLER IDENT NO (11) | | | | | | | | | | | |
| 2 FUND CODE (2) | | 3 UNIT CODE (2) | | 4 VOUCHER NUMBER (5) | | 5 PAYMENT CODE (2) | | 6 ACTION CODE (1) | | 7 FOREIGN COUNTRY CODE (2) | |
| 8 PAYEE NAME (30) | | | | | 13 DATE AGENCY RECEIVED INVOICE (6) | | 14 DATE GOODS REC/ ACC/ SERV PERIOD END DATE (6) | | | | |
| 9 1ST LINE ADDRESS (30) | | | | | 15. TYPE COMMODITY/PAYMENT CODE (Enter one code only) | | | | | | |
| 10 2ND LINE ADDRESS (30) OR VENDOR EFT IDENTIFICATION NUMBER (12) | | | | | M = Meat C = Construction X = Other Goods and Services D = Dairy O = Other Goods and Services P = Perishable Food (Pay Immediately) | | | | | | |
| 11 CITY (20) | | | STATE (2) | | ZIP CODE (10) | | TERMS | | | | |
| 12 CHECK IDENT. INFORMATION (i.e. Order/Invoice Date, Order/Contract/Invoice No) | | | | | 16 TIME DISCOUNT | | | 18 NET TERMS | | | |
| 17 ORDER/ CONTRACT DATE | | | | | 18 VENDOR INVOICE DATE | | | | | | |
| 19 FORM 1099 | | | | | 20 TAXPAYER'S IDENTIFICATION NUMBER (11) | | | | | | |
| 21 ACCOUNTING CLASSIFICATION | | | | | 22 BUDGET OBJECT CODE | | 23 HOURS/OR FUND CODE/ UNIT CODE | | 24 AMOUNT | | 25 BLANK OR CR |
| A B C D E F 23 4 6 2 4 5 11 2 | | | | | | | | | | | |
| 27 PREPARED BY | | | | | 28 DATE | | 26 TOTAL | | 29 | | |
| 28 AUDITED BY | | | | | 30 DATE | | 31 | | | | |
| Pursuant to the authority vested in me, I certify that the item(s) listed herein are correct and proper for payment from the appropriation(s) designated. | | | | | 31 UNIT CERTIFYING OFFICER CONTROL CODE | | 31a UNIT CERTIFYING OFFICER SIGNATURE | | 32 DATE | | |
| 33 TITLE | | | | | 34 PHONE (Area Code and Number) | | FTS | | COMM | | |

35 Mail to: USDA, OFM, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

FORM AD-757 (USDA) REV. 1/90

NFC ORIGINAL

The numbers below correspond to circled numbers on sample AD-757.

1. **PAYEE NAME** - Enter "Accounting Adjustment."
2. **1st LINE ADDRESS** - Enter "Zero Adjustment."
3. **FUND CODE** - ERS
WR

 EAS
NF

 NASS WI
 OE
WS

 EMS WJ
 WAOB T6
4. **VOUCHER NO.** - Enter unique sequential number.
- *5. **PAYMENT CODE** - Enter 02.
- *6. **ACTION CODE** - Enter B.
7. **CHECK INDENT. INFORMATION** - Enter purchase order numbers or invoice numbers to provide the reason for the adjustment.
8. **ACCOUNTING CLASSIFICATION** - Enter accounting classification code, object class and amount. This voucher must have offsetting debit and credit entries so that the total net amount equals "0."
9. **TOTAL** - The total must be "0."
10. **SIGNATURES AND DATES.**
11. Same as above.
12. Same as above.

***NOTE:** 02-B (Payment Code - Action Code), Nonexpenditure Adjustment. This code is used to make accounting adjustments **within** an agency.

Exhibit E

COMPLETION INSTRUCTIONS FOR AD-672
REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT
FOR OBLIGATIONAL INTERAGENCY AGREEMENT/AMENDMENTS

REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT

| | | | | | | | | | | | |
|--|-----------|--|---------------------------|--|------|--|---|--|---------------------------|--|------|
| 1 AGREEMENT NUMBER (25) 1 | | 2 FISCAL YEAR (4) 2 | | 3 ESTIMATED AMOUNT (11) 3 | | 4 AGY. BILL (NO. (1)) 4 | | 5 TRANS. CODE (1) 5 | | 6 ACTION CODE (1) 6 | |
| 7 AGENCY REQUESTING SERVICE NAME (32) | | | | | | 8 AGENCY PERFORMING SERVICE NAME (32) | | | | | |
| 1ST LINE ADDRESS (32) 7 | | | | | | 1ST LINE ADDRESS (32) 8 | | | | | |
| 2ND LINE ADDRESS (32) | | | | | | 2ND LINE ADDRESS (32) | | | | | |
| CITY (21) | | | STATE (2) | ZIP CODE (9) | | CITY (21) | | | STATE (2) | ZIP CODE (9) | |
| 9 SERVICES TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.) 9 | | | | | | | | | | | |
| 10 LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting agency only.) (50) 10 | | | | | | | | | | | |
| 11 DURATION OF AGREEMENT EFFECTIVE DATE (From) 11 | | | | | | 12 METHOD OF PAYMENT 12 REIMBURSEMENT <input checked="" type="checkbox"/> ADVANCE OF FUNDS <input type="checkbox"/> <input type="checkbox"/> BILLING FREQUENCY <input type="checkbox"/> TYPE OF ACCOUNT | | | | | |
| 13 FINANCING (REQUESTING AGENCY - WHEN NOT SERVICED BY NFC) 13 APPROPRIATION SYMBOL AND TITLE | | | | | | PROJECT, ALLOTMENT, OR WORKPLAN NO. (As applicable) | | | | | |
| 14 FINANCING (REQUESTING AGENCY - WHEN SERVICED BY NFC) | | | | | | | | | | | |
| AGENCY CODE | FUND CODE | ACCT. STATION | ACCOUNTING CLASSIFICATION | | | | | OBJECT CLASS | AMOUNT | | |
| 2 | 2 | 4 | A | B | C | D | E | 4 | 9 | 2 | |
| | | | 5 | 10 | 5 | 3 | 4 | 1 | 4 | 1 | 2 |
| 14 | | | | | | | | | | | |
| 15 FINANCING (PERFORMING AGENCY) | | | | | | | | | | | |
| AGENCY CODE | FUND CODE | ACCT. STATION | ACCOUNTING CLASSIFICATION | | | | | OBJECT CLASS | AMOUNT | | |
| 2 | 2 | 4 | A | B | C | D | E | 4 | 9 | 2 | |
| | | | 5 | 10 | 5 | 3 | 4 | 1 | 4 | 1 | 2 |
| 15 | | | | | | | | | | | |
| 16 LEAVE FACTOR (3) (2) 16 | | 17 FICA FACTOR (3) (2) 17 | | 18 OVERHEAD FACTOR (3) (2) 18 | | | | | | | |
| 19 REQUESTING AGENCY APPROVAL SIGNATURE 19 | | | | | | 20 PERFORMING AGENCY APPROVAL | | | | | |
| TITLE | | | | | | TITLE 20 | | | | | |
| PERSON TO CONTACT | | | PHONE (Area Code and No.) | FTS | COMM | PERSON TO CONTACT | | | PHONE (Area Code and No.) | FTS | COMM |

FORM AD - 672 USDA (Revised 2/85)

PART I NFC

The numbers below correspond to circled numbers on sample AD-672.

1. **AGREEMENT NUMBER** - If this is the only agreement used, enter the agreement number assigned by Financial Management Section, EMS. If there is more than one agreement involved, enter performing agency's agreement number in block 1, and FMS's assigned number in block 10. The Agreement Number is composed of the following:

| | | | |
|------|--------------|------|----|
| 1-2: | Agency Code: | ERS | 18 |
| | | EAS | 19 |
| | | NASS | 20 |
| | | OE | 26 |
| | | EMS | 35 |
| | | WAOB | 38 |

| | | | |
|------|------------|------|----|
| 3-4: | Fund Code: | ERS | WR |
| | | EAS | NF |
| | | NASS | WI |
| | | OE | WS |
| | | EMS | WJ |
| | | WAOB | T6 |

5-6: Fiscal Year

7-8: Division Code

9-12: Project Code (5XXX)

2. **FISCAL YEAR** - Enter 4 Positions, e.g., 1991.
3. **ESTIMATED AMOUNT** - Enter up to \$999,999,999.99, **omit** commas and decimal point.
4. **AGENCY BILLING INDICATOR** - Enter 1.
 - 1 Requesting Agency is an agency serviced by NFC.
5. **TRANSACTION CODE** - Enter 2.
 - 2 Reimbursement - Government
6. **ACTION CODE** - Enter 1 or 2.
 - 1 Add New Agreement

2 Change Existing Agreement

7. **NAME AND ADDRESS OF REQUESTING AGENCY**

Name (32 positions)
1st Line Address (32 positions)
2nd Line Address (32 positions)
City (21 positions)
State (2 positions)
Zip Code (5 or 9 positions)

8. **NAME AND ADDRESS OF PERFORMING AGENCY** - Same as item number seven.

9. **SERVICES TO BE PERFORMED** - Enter brief narrative and attach supplemental information if appropriate. If an amendment requires any changes in services, enter the revised description of services.

10. **LIST REFERENCES FOR CORRESPONDENCE** -

Enter reference data that the Requesting Agency requires of Correspondence or Billing (e.g., Requesting Agency purchase order number and/or Agreement number).

11. **DURATION OF AGREEMENT EFFECTIVE DATE** - Enter month, day, year.

CONTINUING THROUGH - Enter month, day, year.

12. **METHOD OF PAYMENT**

BILLING FREQUENCY - Enter 0, 1, 2, 3, 4, or 5.

0 - Immediately
1 - Monthly
2 - Quarterly
3 - Semi-annually
4 - Upon completion of work
5 - Upon demand

TYPE OF ACCOUNT

0 - Transfer of Appropriation Account

13. **FINANCING** (Requesting Agency - When **not** serviced by NFC) - Not applicable.

14. **FINANCING** (Requesting Agency - When serviced by NFC) -

Agency Code - Enter 2 digit NFC assigned agency code.

Fund Code - Enter 2 digit NFC assigned fund code.

Accounting Station - Enter assigned accounting station code.

Accounting Classification Code - Enter accounting classification code of requesting agency.

Object Class - Self explanatory.

Amount - Enter the estimated agreement amount allowable to each accounting classification code. If an amendment changes the amount of the agreement, enter the revised **total agreement** amount, not just the amount of the increase or decrease of the amendment.

15. **FINANCING** (Performing Agency) - When performing agency is serviced by NFC. Enter agency code, fund code, accounting station, accounting classification code, and amount as stated in 14 above. Enter object class 0250. If performing agency is not serviced by NFC, leave blank.

16. **LEAVE FACTOR** - If leave is to be considered in billing the Requesting Agency for services, enter the leave factor. For example, enter 20.6%.

17. **FICA FACTOR** - If FICA taxes paid are to be considered in billing the Requesting Agency for services, enter the FICA factor. For example, enter 8%.

18. **OVERHEAD FACTOR** - If overhead is to be considered in billing the Requesting Agency for services, enter the overhead factor. For example, enter 18%.

19. **APPROVAL FOR REQUESTING AGENCY** - Self explanatory.

20. **APPROVAL FOR PERFORMING AGENCY** - Self explanatory.

NOTE: AMENDMENTS. Blocks 6, 9, and/or 14 and 15 will be changed when processing amendments. All other blocks will remain the same.

| | | | | | | | | | | | | | | |
|---|-----------|---|---------------------------|------------------------------------|---|--------------------------------|--|---|---------------------------------------|--------------|-----------|------|-------|----|
| 1 AGREEMENT NUMBER (25) 000000110000 | | 2 FISCAL YEAR (4) 1991 | | 3 ESTIMATED AMOUNT (11) 1000 00 | | 4 AGY BILL IND (1) 1 | 5 TRANS. CODE (1) 2 | 6 ACTION CODE (1) 1 | | | | | | |
| 7 AGENCY REQUESTING SERVICE NAME (32) U.S. Department of Agriculture 1ST LINE ADDRESS (32) National Agricultural Statistics Service 2ND LINE ADDRESS (32) Rm. 4110-A South Building CITY (21) Washington | | | | | 8 AGENCY PERFORMING SERVICE NAME (32) USDA, OPA, Photography Division 1ST LINE ADDRESS (32) Rm. 4404 South Building 2ND LINE ADDRESS (32) 14th & Independence Ave., SW CITY (21) Washington | | | | | | | | | |
| STATE (2) DC | | ZIP CODE (9) 20250 | | STATE (2) DC | | ZIP CODE (9) 20250-1300 | | | | | | | | |
| 9 SERVICES TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.) The National Agricultural Statistics Service will reimburse the Office of Public Affairs for photographic services--b/w & color printing, film & film processing, duplication of slides, slide sets, and filmstrips, freelance photographers, etc.--procured from commercial vendors using blanket purchase agreements. | | | | | | | | | | | | | | |
| 10 LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting agency only.) (50) NASS# 20-WI-91-90-5004 | | | | | | | | | | | | | | |
| 11 DURATION OF AGREEMENT EFFECTIVE DATE (From) 10/1/90 | | | | | CONTINUING THROUGH 9/30/91 | | 12 METHOD OF PAYMENT REIMBURSEMENT 2 BILLING FREQUENCY | | ADVANCE OF FUNDS 0 TYPE OF ACCOUNT | | | | | |
| 13 FINANCING (REQUESTING AGENCY -- WHEN NOT SERVICED BY NFC) APPROPRIATION SYMBOL AND TITLE | | | | | | | | | | | | | | |
| PROJECT, ALLOTMENT, OR WORKPLAN NO. (As applicable) | | | | | | | | | | | | | | |
| 14 FINANCING (REQUESTING AGENCY WHEN SERVICED BY NFC) | | | | | | | | | | | | | | |
| AGENCY CODE | FUND CODE | ACCT. STATION | ACCOUNTING CLASSIFICATION | | | | | | | OBJECT CLASS | AMOUNT | | | |
| 7 | 2 | 4 | 5 | 10 | 5 | 3 | 4 | 1 | 4 | 1 | 2 | 4 | 9 | 2 |
| 20 | WI | 0010 | 10190 | 9006049 | | | | | | | | 2545 | 1,000 | 00 |
| 15 FINANCING (PERFORMING AGENCY) | | | | | | | | | | | | | | |
| AGENCY CODE | FUND CODE | ACCT. STATION | ACCOUNTING CLASSIFICATION | | | | | | | OBJECT CLASS | AMOUNT | | | |
| 2 | 2 | 4 | 5 | 10 | 5 | 3 | 4 | 1 | 4 | 1 | 2 | 4 | 9 | 2 |
| 13 | TZ | 0010 | 10470 | 032090 | | | | | | | | 0250 | 1,000 | 00 |
| 16 LEAVE FACTOR (3) | | 17 FICA FACTOR (2) | | 18 OVERHEAD FACTOR (2) | | | | | | | | | | |
| 19 REQUESTING AGENCY APPROVAL SIGNATURE "Signature" DATE 11/1/90 TITLE Administrator, NASS | | | | | 20 PERFORMING AGENCY APPROVAL SIGNATURE "Signature" DATE 9/13/90 TITLE Chief, Photography Division | | | | | | | | | |
| PERSON TO CONTACT Don Johnson | | PHONE (Area Code and No.) 202/447-XXXX | | FTS X | COMM X | PERSON TO CONTACT Nick Cage | | PHONE (Area Code and No.) 202/447-XXXX | | FTS X | COMM X | | | |

FORM AD - 672 USDA (Revised 2/86)

PART 1 NFC

Exhibit F

COMPLETION INSTRUCTIONS FOR AD-700
PROCUREMENT REQUEST
FOR OBLIGATIONAL INTERAGENCY AGREEMENT

PROCUREMENT REQUEST

INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.

1. (Procurement Office)

2. (Requesting Office)

| | | | | | | | | |
|------------------------|-----------------------------------|--------------|---|-------------|-------------|----------------------------------|--------|-----------------------------|
| 2 RECEIVING OFFICE NO. | 3 CONTRACT NUMBER (If Applicable) | 4 ORDER DATE | 5 | 6 UNIT CODE | 7 FUND CODE | 8 PURCHASE/DELIVERY ORDER NUMBER | 9 SUB. | 1A. PROCUREMENT REQUEST NO. |
| | | | | | | | | 1B. DATE |

CHECK ONE

Purchase Order

Delivery Order

10. TO: (Seller)

11. SHIP TO: (Consignee and Destination)

INSIDE DELIVERY REQUESTED

| 12 LINE ITEM | 13 ACT. CODE | 14 DESCRIPTION | 15 BUDGET OBJECT | 16 ACC. LINE | 17 QUANTITY | 18 UNIT ISSUE | 19 UNIT PRICE | 20 AMOUNT |
|--------------|--------------|----------------|------------------|--------------|-------------|---------------|---------------|-----------|
| | | | | | | | | |

For additional information, please contact

TECHNICAL CONTACT TELEPHONE NO.

21 FOB POINT

22 DISCOUNT TERMS

23 REQUIRED DELIVERY (Do not use ASAP)

23A NEGOTIATED DELIVERY

24 SHIP VIA

24 ESTIMATED FREIGHT

Sub-Total

TOTAL

| 24 ACC. LINE | 29 ACCOUNTING CLASSIFICATION | | | | | 30 DISTRIBUTION | 31 AMOUNT |
|--------------|------------------------------|---|---|---|---|-----------------|-----------|
| | A | B | C | D | E | | |
| | | | | | | | |

RECOMMENDED SOURCE(S) (if necessary, use attachment)

I certify that the above items are necessary for use in the public service

TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

The numbers below correspond to circled numbers on sample AD-700.

1. **PROCESSING OFFICE** - Enter the office address as shown below:

EMS/BFSAD/BFB/FMS
Room 1470, South Building

2. **PROCUREMENT REQUEST NUMBER** - Enter the Document Control Number assigned by the office that prepares the AD-700.

3. **DATE** - Enter date the AD-700 is prepared.

4. **FUND CODE** -

| | |
|------|----|
| EAS | NF |
| NASS | WI |
| OE | WS |
| EMS | WJ |
| WAOB | T6 |

5. **SHIP TO** - Enter complete destination address to include zip code.

6. **DESCRIPTION** - Line item description.

7. **AMOUNT** - Enter agreement amount.

8. **TECHNICAL CONTACT** - Enter Project Leader's name and telephone number.

9. **TOTAL** - Enter the total amount of agreement.

10. **ACCOUNTING CLASSIFICATION** - Enter the appropriate accounting code.

11. **TITLE AND SIGNATURE** - The designated person for each Economics agency must sign the AD-700 prior to forwarding to the Financial Management Section, EMS.

| | | | | | | | | | | | |
|--|-----------------------------------|--|--|-------------|-------------|---|----------------------------------|----------------------|---------------------------------------|---------------|-----------|
| PROCUREMENT REQUEST <small>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</small> | | | TO: (Procurement Office) EMS, BPSAD, BFB, FMS Room 1470 South Building | | | | | 1. REQUESTING OFFICE | | | |
| 2 RECEIVING OFFICE NO. | 3 CONTRACT NUMBER (If Applicable) | | 4 ORDER DATE | 5 | 6 UNIT CODE | 7 FUND CODE | 8 PURCHASE/DELIVERY ORDER NUMBER | 9 SUB | 1A. PROCUREMENT REQUEST NO. 900002 | | |
| | | | | | WI | | | | 1B. DATE 10/3/90 | | |
| CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order | 10. TO: (Seller) | | | | | 11. SHIP TO: (Consignee and Destination) USDA, NASS Room 4110-A, South Building Washington, DC 20250 <input type="checkbox"/> INSIDE DELIVERY REQUESTED | | | | | |
| 12 LINE ITEM | 13 ACT. CODE | 14 DESCRIPTION | | | | 15 BUDGET OBJECT | 16 ACC. LINE | 17 QUANTITY | 18 UNIT ISSUE | 19 UNIT PRICE | 20 AMOUNT |
| | | Please process attached agreement between NASS and USDA, OPA Photography Division. | | | | | | | | | 1,000.00 |
| <p>OBLIGATION AGREEMENT CLEARANCE BY HEAD OF EMS PROCUREMENT SECTION</p> <p>APPROVED FOR ADEQUACY OF AGREEMENT</p> <p>APPROVED FOR AGREEMENT</p> <p>APPROVED FOR DISCREP.</p> <p>ORDER ASSIGNED 20-WI-91-90-5004</p> <p>DATE 10/3/90</p> <p>For additional information, please contact:</p> <p>Bette Midler 447-XXXX</p> <p>TECHNICAL CONTACT TELEPHONE NO.</p> | | | | | | | | | | | |
| 21 FOR POINT | | | | | | 22 DISCOUNT TERMS | | | Sub-Total ▶ | | 23 |
| 23 REQUIRED DELIVERY (Do not use ASAP) | | 23A NEGOTIATED DELIVERY | | 24 SHIP VIA | | 25 ESTIMATED FREIGHT | | TOTAL ▶ | | 1,000.00 | |
| 26 ACC. LINE | 29 ACCOUNTING CLASSIFICATION | | | | | 30 DISTRIBUTION | | 31 AMOUNT | | | |
| -2 | A 5 | B 10 | C 3 | D 4 | E 1-4 | 1-2 | -2 | | | | |
| | 101909006049 | | | | | | | | | | |
| RECOMMENDED SOURCE(S) (If necessary, use attachment) | | | | | | I certify that the above items are necessary for use in the public service. | | | | | |
| USDA, OPA, Photography Division | | | | | | TITLE Financial Manager | | | | | |
| | | | | | | SIGNATURE OF AUTHORIZED REPRESENTATIVE "Signature" | | | | | |

Exhibit G

COMPLETION INSTRUCTIONS FOR AD-838
PURCHASE ORDER

FOR AGENCY USE ONLY UNITED STATES DEPARTMENT OF AGRICULTURE PURCHASE ORDER

1 PAGE NO. 2 RECEIVING OFFICE NO. 3 CONTRACT NUMBER 4 ORDER DATE 5 SF-281 6 UNIT CODE 7 FUND CODE 8 ORDER NUMBER 9 SUB

10 TYPE PURCHASE ORDER (Check one) PURCHASE ORDER (See Reverse) DELIVERY ORDER 11 SELLER'S IDENT. NO. 12 FORM 1099 13 TAXPAYER'S IDENT. NO.

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) 11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance

PHONE (A/C & No.) 12 Check One FTS COMM

| 12 LINE ITEM | 13 ACT CODE | 14 DESCRIPTION | 15 BUDGET OBJECT | 16 ACC LINE | 17 QUANTITY | 18 UNIT ISSUE | 19 UNIT PRICE | 20 AMOUNT |
|--------------|-------------|----------------|------------------|-------------|-------------|---------------|---------------|-----------|
| 13 | | 14 | 15 | 16 | 17 | 18 | | 19 |

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)(1)

21 F.O.B. POINT 22 DISCOUNT AND/OR NET PAYMENT TERMS 23 TYPE COMMODITY/PAYMENT CODE

23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 24 SHIP VIA 25 ESTIMATED FREIGHT

Sub-Total 20 TOTAL 21

| 28 ACC LINE | 29 ACCOUNTING CLASSIFICATION | | | | | 30 DISTRIBUTION | 31 AMOUNT |
|-------------|------------------------------|---|---|---|---|-----------------|-----------|
| -2 | A | B | C | D | E | -2 | |
| 24 | 25 | | | | | 26 | 27 |

31a ISSUING OFFICE NAME AND ADDRESS 31b ORDERED BY (Name and Title) 31c COMMERCIAL PHONE (Area Code and Number) 31d FTS PHONE NO. 31e AUTHORIZED SIGNATURE

The numbers below correspond to circled numbers on sample AD-838.

1. **PAGE NUMBER** - Enter the page number and total pages in the order.
2. **RECEIVING OFFICE NUMBER** - Enter last four positions of GSA FEDSTRIP Requisitioner Number of the office responsible for answering inquiries concerning receipt of the order.
3. **CONTRACT NUMBER** - Enter the Interagency Agreement number which is shown on AD-672, Reimbursement or Advance of Funds Agreement.
4. **ORDER DATE** - Enter the 6-position actual date the goods or services are ordered, e.g., MM-DD-YY (Month-Day-Year).
5. **SF-281** - Enter P or Q.

P Purchases are billed from Federal Agencies using SIBAC or OPAC.

Q Purchases from Other Federal Agencies.

6. **FUND CODE** - ERS WR
 EAS NF
 NASS WI
 OE WS
 EMS WJ
 WAOB T6

7. **ORDER NUMBER** - Enter the purchase order number. The number is composed of the following:

| <u>Transaction</u> <u>Code</u> | <u>Ordering</u> <u>Office</u> | <u>Fiscal</u> <u>Year</u> | <u>Control</u> <u>Number</u> |
|-----------------------------------|----------------------------------|------------------------------|---------------------------------|
| 43 | XXXX | X | 5XXXX |

Transaction Code is always type 43 for Obligational Interagency Agreements.

Ordering Office is the same number as shown in step 2, Receiving Office Number.

Fiscal Year is the second digit of the fiscal year the appropriations are for.

Control Number always begins with a 5 for Obligational Interagency Agreements. The last five digits are a unique number assigned by the Procurement Office for that particular Economics Agency.

8. **SUB.:** Original Purchase Order - Leave blank.

Amendment - Enter the number that corresponds to the amendment number. For example, if it is the first amendment, enter "01."
Cancellation - Enter "CN."
9. **TYPE PURCHASE** - Always check the block for Purchase Order.
10. **TO:** Enter Providing Agency's Name, Address (including zip code), and telephone number.
11. **SHIP TO:** Enter Requesting Agency's name (ERS, NASS, WAOB, OE, EAS, or EMS) and address to CLEARLY IDENTIFY THE DELIVERY POINT for the order.
12. **PHONE** - Enter Requesting Agency's telephone number. Use an FTS number if they have one.
13. **LINE ITEM** - Enter a consecutive number for each job order being procured on the order. Use a 2 position number.
14. **DESCRIPTION** - Enter description such as "ESTABLISH ATTACHED INTERAGENCY AGREEMENT."
15. **BUDGET OBJECT** - Enter the applicable 4-position budget object classification code shown on the AD-672 (Reimbursement or Funds Advance).
16. **ACCOUNTING LINE** - Enter the number of the accounting line, Block 28, that the line, Block 12, is to be charged against. Enter "X" to indicate that the line item is to be charged to more than one of the accounting lines in the ratio shown in Distribution, Block 30.
17. **QUANTITY** - Enter "1."
18. **UNIT ISSUE** - Enter "JOB."
19. **AMOUNT** - Enter the amount shown in Block 14 of AD-672 (Reimbursement or Advance of Funds Agreement).
20. **SUB-TOTAL** - If more than one page is prepared, enter total of line items. If only one page is prepared, leave blank.

21. **TOTAL** - If more than one page is prepared, enter total of all page sub-totals. If only one page is prepared, enter total of line items.
22. **F.O.B. POINT** - Enter "DESTINATION."
23. **TYPE COMMODITY/PAYMENT CODE** - Enter the applicable 1-position alpha type commodity/payment code. An "X" will always be used for Obligational Interagency Agreements.
24. **ACCOUNTING LINE** - Enter the numbers that correspond to the account line indicated in Block 16. If "X" is used in Block 16, it is essential that at least two different accounting classification codes be used. The accounting lines must be consecutively numbered, beginning with 01.
25. **ACCOUNTING CLASSIFICATION** - Enter the agency-assigned accounting classification codes as shown on the AD-672.
26. **DISTRIBUTION** - Enter the percentage (whole numbers, 2-position number), of distribution for each line of accounting when an "X" is shown in Block 16. The percentage must total 100 percent.
27. **AMOUNT** - Enter amount applicable to each accounting line.
28. **ISSUING OFFICE NAME AND ADDRESS** - The address is as follows:

USDA/EMS/ASD/PPSB/PS
Room 1346, South Building
14th & Independence Ave., S.W.
Washington, D.C. 20250-3500
29. **ORDERED BY (Name and Title)** - Enter name and title of agency official who will sign the order. Only employees with properly delegated procurement authority shall sign the order. This is the individual who will be contacted by NFC for any information about the order.
30. **COMMERCIAL PHONE (Area Code and Number)** - Enter the commercial telephone number of the person identified in Block 31b of this form (AD-838).
31. **FTS PHONE NUMBER** - Enter the FTS telephone number of the person identified in Block 31b.
32. **AUTHORIZED SIGNATURE** - Enter signature of the official named in Block 31b.

NOTE: Send the Seller's Original to the Providing Agency. DO NOT CHANGE THE BILLING ADDRESS. The Providing Agency must submit invoices directly to NFC. Annotate the Seller's Original with instructions to include the Order Number on all documents submitted to NFC.

FOR AGENCY USE ONLY

**UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER**

| | | | | | | | | |
|----------------------|--------------------------------|---------------------------------------|--------------------------|---------------|-------------|-------------------|-----------------------------------|--------|
| 1 PAGE NO. 1 of 1 | 2 RECEIVING OFFICE NO. 3AEU | 3 CONTRACT NUMBER 20-WI-91-90-5004 | 4 ORDER DATE 12/28/90 | 5 SF-281 Q | 6 UNIT CODE | 7 FUND CODE WI | 8 ORDER NUMBER 43-3AEU-1-50029 | 9 SUB. |
|----------------------|--------------------------------|---------------------------------------|--------------------------|---------------|-------------|-------------------|-----------------------------------|--------|

| | | | | |
|--|---|------------------------|--|--------------------------|
| 10 TYPE PURCHASE (Check one) <input checked="" type="checkbox"/> PURCHASE ORDER (See Reverse) | <input type="checkbox"/> DELIVERY ORDER | 80 SELLER'S IDENT. NO. | 85 FORM 1099 <input type="checkbox"/> NO <input type="checkbox"/> YES | 90 TAXPAYER'S IDENT. NO. |
|--|---|------------------------|--|--------------------------|

| | | | | | |
|--|----------------------|---|-----------------------------------|---|-------------------------------|
| 10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) USDA, OPA, Photography Division Room 4404 So. Bldg. 14th & Independence Ave., SW Washington, DC 20250-1300 | 11 SHIP TO | 11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance USDA, NASS Room 4110-A So. Bldg. Washington, DC 20250 - 2000 | PHONE (A/C & No.) 202-447-0000 | Check One <input type="checkbox"/> FTS <input type="checkbox"/> | COMM <input type="checkbox"/> |
|--|----------------------|---|-----------------------------------|---|-------------------------------|

| 12 LINE ITEM | 13 ACT CODE | 14 DESCRIPTION | 15 BUDGET OBJECT | 16 ACC LINE | 17 QUANTITY | 18 UNIT ISSUE | 19 UNIT PRICE | 20 AMOUNT |
|--------------|-------------|--|------------------|-------------|-------------|---------------|---------------|-----------|
| 01 | | Establish attached interagency agreement | 2545 | 1 | 1 | job | | 1,000.00 |

| | | | | |
|---|--------------------------------------|---|-----------|----------|
| 20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 262(c)(1) | | | | 25 |
| 21 F.O.B. POINT Destination | 22 DISCOUNT AND/OR NET PAYMENT TERMS | 22a TYPE COMMODITY/PAYMENT CODE <input checked="" type="checkbox"/> X | Sub-Total | |
| 23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | 24 SHIP VIA | 26 ESTIMATED FREIGHT | TOTAL | 1,000.00 |

| 28 ACC LINE | 29 ACCOUNTING CLASSIFICATION | | | | | 30 DISTRIBUTION | 31 AMOUNT |
|-------------|------------------------------|---|---|---|--|-----------------|-----------|
| A | B | C | D | E | | | |
| 1 | 101909006049 | | | | | | |

| | | | |
|---|--|---|-------------------|
| 31a ISSUING OFFICE NAME AND ADDRESS USDA/EMS/ASD/PPSB/PS Room 1341, South Building 14th & Independence Ave., SW Washington, DC 20250-3500 | 31b ORDERED BY (Name and Title) Martha L. Greene, Procurement Clerk | 31c COMMERCIAL PHONE (Area Code and Number) 202-447-0000 | 31d FTS PHONE NO. |
| 31e AUTHORIZED SIGNATURE "Signature", Contracting Officer | | | |

Exhibit H

COMPLETION INSTRUCTIONS FOR AD-838B
INVOICE - RECEIPT CERTIFICATION

The numbers below correspond to circled numbers on sample AD-838B.

1. **PURCHASE ORDER NUMBER** - Enter the Purchase Order Number beginning with "43" as indicated in Block 8 of the Purchase Order.
2. **TYPE SHIPMENT** - If you have paid only part of the order (agreement), check the "Partial" box. If this payment is the last payment or the whole agreement amount, check the "Complete" box.
3. **DATE GOODS RECEIVED/ACCEPTED/SERVICE PERIOD END DATE** - Enter the date the goods or services were received and accepted or the date the service period ended. Always enter the latest date.
4. **DATE INVOICE RECEIVED** - Enter the date the invoice was received.

NOTE: Invoice only will be received when both agencies (requesting and performing agency) are served by NFC.
5. **VENDOR INVOICE** - Enter the Vendor's Invoice Number. If none, enter "None."
6. **VENDOR NAME** - Enter the name of the Vendor to whom payment will be made.
7. **P.O. LINE ITEM NUMBER** - Enter the appropriate line item number (as indicated in Column 12 of the Purchase Order) for the goods or services you have received and accepted.
8. **DESCRIPTION** - Enter a brief description of the goods or services.
9. **QUANTITY/UNIT ISSUE** - Enter the quantity received and unit of issue for each line item.
10. **DOLLAR AMOUNT** - Enter the dollar amount to be paid for each line item received.
11. **TOTAL** - Enter the total amount to be paid to the Vendor.
12. **RECEIPT EXCEPTION** - Record receipt exception here.
13. **ADDRESS** - Enter the address of the authorized official.
14. **SIGNATURE** - Enter signature of authorized official.

15. **DATE** - Enter the date this form is prepared.
16. **PHONE** - Enter the phone number where the authorized official can be reached for additional information.
17. **Mail** to NFC address.

