



CIT Annual Renewal of Interagency Agreement

This form is used by customers outside of NIH to update all billing information pertaining to the agency's CIT account.

Please email the completed form to CITBilling@mail.nih.gov

For additional assistance contact the NIH IT Service Desk at 301-496-4357 (local), 866-319-4357 (toll-free), 301-496-8294 (TTY).

When the account listed below was established with the Center for Information Technology (CIT), the following conditions were agreed upon and continue in effect:

- A completed form constitutes an interagency agreement in accordance with Title 31 U.S.Code 1535.
- All laws and regulations regarding the proper use of government information technology resources will be abided by.
- CIT will bill agency periodically, based on actual services used, at the standard rates of the NIH Service and Supply fund.
- Requesting agency is responsible for all charges incurred regardless of agency's budgetary resources.
- This account and agreement is in effect until terminated in writing by your account official.

CIT Account #:

Requesting Department/Agency:

Renewal Period: FY

Billing Information:

Interagency Agreement # (reference #, PO#, etc.)

Agency Location Code (ALC)

Authorization to Commit Funds of Requesting Agency:

Name	Title
Address	Phone

Signature/Date

CIT/NIH Acceptance:

Name	Title
Signature	Date