

U.S. Department of Agriculture Animal and Plant Health Inspection Service	REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT
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1. Fiscal Year	2. Estimated Amount	3. Agency Billing Indicator	4. Trans Code	5. Action Code
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6. Services to be Performed (Give a brief explanation and basis for determining cost of services. Attach additional sheets if needed or use the APHIS 672A)

7. List References to Correspondence

8. Duration of Agreement		9. Method of Payment	
Effective Date (From)	Effective Date (To)	Reimbursement (Billing Frequency)	Advance of Funds (Type of Account)

10. Financing (Requesting Agency)

Agreement Number				Miscellaneous Obligation (MO) Number			
Name				Common Agreement Number (CAN) (If applicable)			
1st line Address			Agency Locator Code		Data Universal Number System (DUNS)		
2nd line Address			Technical Contact		Phone (Including Area Code)		
City		State	Zip Code	Budget Contact		Phone (Including Area Code)	
Agency Code	Fund Code	Accounting Station	Accounting Classification	Treasury Symbol	DRN MO	Object Class	Amount

11. Financing (Performing Agency)

Agreement Number				Miscellaneous Obligation (MO) Number			
Name				Common Agreement Number (CAN) (If applicable)			
1st line Address			Agency Locator Code		Data Universal Number System (DUNS)		
2nd line Address			Technical Contact		Phone (Including Area Code)		
City		State	Zip Code	Budget Contact		Phone (Including Area Code)	
Agency Code	Fund Code	Accounting Station	Accounting Classification	Treasury Symbol	DRN MO	Object Class	Amount

12. Requesting Agency Approval				13. Performing Agency Approval			
Signature			Date	Signature			Date
Title				Title			
Agreement Contact		Phone (Including Area Code)		Agreement Contact		Phone (Including Area Code)	
Email Address				Email Address			

BY APPROVING THIS AGREEMENT ALL TERMS AND CONDITIONS WILL REMAIN IN EFFECT FOR THE DURATION OF THIS AGREEMENT OR UNTIL AMENDED

INSTRUCTIONS FOR FORM APHIS - 672 (MAY 2008)

1. **FISCAL YEAR** - Enter 4 positions, e.g., 2008
 2. **ESTIMATED AMOUNT** - Enter up to \$999,999,999.99
 3. **AGENCY BILLING INDICATOR** -
 - 1-Requesting Agency is an agency serviced by NFC's MISC System (i.e., IPAC)
 - 2-Requesting Agency is a Government Agency, Bill SF - 1080
 4. **TRANSACTION CODE** - Enter 0, 1, or 2
 - 0 - Revenue - Government
 - 1 - Refund - Government
 - 2 - Reimbursement - Government
 5. **ACTION CODE** - Enter 1, 2, or 3
 - 1 - Add New Agreement
 - 2 - Change Existing Agreement
 - 3 - Cancel Existing Agreement in its entirety
 6. **SERVICES TO BE PERFORMED** - Enter a brief description of work; reference attached statement of work if applicable
 7. **LIST REFERENCES FOR CORRESPONDENCE** - Enter reference data that the Requesting Agency requires e.g., for Correspondence, Billing, Authority for Project and Agreement (i.e., Economy Act).
 8. **DURATION OF AGREEMENT**

Effective Dates - Enter month, day, year.
Continuing Through - Enter month, day, year.
 9. **METHOD OF PAYMENT** -

Reimbursement (Billing Frequency)

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

Advance of Funds (Type of Account)

 - 0 - Transfer of Appropriation Account
 - 1 - Consolidated Working Fund
 10. **FINANCING (REQUESTING AGENCY)** - Information is required as follows:

AGREEMENT NUMBER - Enter Requesting Agency's Agreement Number
Name and Address of Requesting Agency - Location agreement is mailed for signature
Miscellaneous Obligation Number (MO)
Common Agreement Number (CAN) if applicable - As assigned by the National Finance Center for USDA agencies only
Agency Locator Code
Data Universal Numbering System (DUNS) - If required by either agency
Technical Contact and Phone Number - Person responsible for program-related issues.
Budget Contact and Phone Number - Person responsible for financial tracking of data for the specific program.
Agency Code - Enter 2-digit NFC assigned agency code.
Fund Code - Enter 2-digit NFC assigned fund code.
Accounting Station - Enter NFC assigned accounting station code.
Accounting Classification Code - Enter accounting classification code of requesting agency.
Treasury Symbol - Enter Treasury assigned treasury symbol.
Document Referencing Number (DRN) MO - Enter if more than one line of accounting (i.e., 0810010123#001, 0810010123#002, etc.).
Object Class - Self explanatory.
Amount - Enter the estimated amount charged to each accounting
 11. **FINANCING (PERFORMING AGENCY)** - Same items as Block 10.
 12. **REQUESTING AGENCY APPROVAL** - Person that has been delegated signature authority (APHIS - if uncertain check with Agreements Services Center prior to signing)
- PERFORMING AGENCY APPROVAL - Same as Block 12.