

How to Complete an APHIS 90 **For a Miscellaneous (non-IPAC) Bill**

- **AGENCY NAME AND ADDRESS TO BE BILLED**
Enter the customer's complete name and address.
- **SERVICE BY (ORGANIZATION)**
Enter the name of your organization, i.e., WS, PPQ, etc.
- **ACCOUNTING DATA**
Enter the APHIS accounting code to be credited, if only one. If more than one accounting code, include in the "Description of Service" block.
- **AGREEMENT NUMBER**
Enter the complete APHIS agreement number, if applicable.
- **DATE**
Enter the date you are preparing the document.
- **DESCRIPTION OF SERVICE**
Enter multiple accounting codes in this section. You can list the main accounting code to be credited as well as overhead accounting codes. Explain the reason for billing and the dates of service. Include all of the customer's pertinent information (i.e., their agreement number (if applicable), APHIS bill number (if applicable), point of contact and phone number, etc.

If the bill pertains to an agreement, attach a copy of the agreement.
- **AMOUNT**
Enter the dollar amount of the bill. If using multiple accounting codes, list the dollar amount to be credited to each code.
- **TOTAL**
Enter the total dollar amount of the bill.
- **NAME**
Enter the name of the person submitting the APHIS 90.
- **TITLE**
Enter the title and phone number of the person submitting the bill.
- **DATE**
Enter the date the bill is submitted.

Distribution of the completed APHIS 90 is as follows:

1. Original to:
USDA, APHIS, Accounting
Butler Square, 5th Floor
100 North 6th Street
Minneapolis, MN 55403
Fax: 612-336-3547 or 612-336-3561

Mail or Fax – do not do both.

2. Copy for your records.