



February 22, 2011

Dear Client Agency,

The General Services Administration (GSA) Reimbursable Services Program would like to make you aware of some recent changes to the GSA Reimbursable Work Authorization (RWA) Form 2957. The RWA Form 2957 was recently revised to include the *Funding Agency Code* (Block 15A) and the *Funding Office Code* (Block 15B) to comply with Federal Acquisition Regulation (FAR) requirements that contract actions be reported to the Federal Procurement Data System (FPDS). The new FPDS requirements necessitate that the agency funding the procurement, whether directly or indirectly (e.g. via an RWA), be recorded in the FPDS as the funding agency. The added FPDS fields on the revised RWA Form will fulfill this requirement by acknowledging the appropriate funding agency in FPDS. The *Funding Agency Code* and *Funding Office Code* can be obtained by contacting your agency's FPDS System Administrator and/or Acquisitions Community.

Additionally, the duplicative credit card billing option "Billing Type 7: Automated Credit Card" and billing option "Billing Type C: Credit Card" have been eliminated. All customers wishing to pay with a credit card should use "Billing Type N" or "Billing Type P". As a result, the *Credit Card Number*, *Expiration Date*, *Type of Card*, and *Name of Cardholder* (previously Blocks 15A-15D) were removed from the RWA Form. If you plan to use a credit card to pay for reimbursable services with GSA PBS, you must denote "N" or "P" for the *Billing Type* (Block 9A) field on the RWA Form and utilize www.pay.gov to pay GSA for goods and/or services rendered. Pay.gov is a Department of Treasury service, as such; it is each customer's responsibility to enter his/her government credit card information and process payments using this site. The new GSA RWA Form 2957 will continue to include the following customer billing options:

- Billing Type O - IPAC Transaction (Federal Customers Only)
- Billing Type N - Non-IPAC Transaction paid by check mailed to GSA or paid by credit card via Pay.gov (Federal Customers Only)
- Billing Type I - Interfund Transaction (Internal GSA Customer Billing Only)
- Billing Type P - Prepaid Transaction paid by check mailed to GSA or paid by credit card via Pay.gov (Non-Federal Customers Only)

Please begin using the new RWA Form with revision date 2/2011 as soon as possible, as previous versions of the Form will no longer be accepted by GSA after 4/1/2011. The updated GSA RWA Form 2957 can be found on our website at www.gsa.gov/rwa or by going to the GSA Forms Library at www.gsa.gov/forms and searching for "2957".

For questions regarding the changes to the GSA RWA Form 2957, please contact your PBS Regional Reimbursable Services Manager (map attached below). General questions may also be sent to AskRWA@gsa.gov.

Thank you for continuing to partner with GSA for your real estate solutions.

Sincerely,

Keith Colella
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