**7600B Financial Addendum**

**Prepare and submit the Treasury FS Form 7600B to AQD’s funding team at** **AQDFundingdocuments@ibc.doi.gov**

The Department of the Interior has implemented G-Invoicing in FY 2025. If you are customer, who is using G-Invoicing for buy sell activity, please use the G-Invoicing Financial Addendum to guide you through inputting the correct data required to have your order accepted by AQD. All trading partners, who currently are not in G-Invoicing or will never be in G-Invoicing, should submit a funding document (e.g., MIPR or 7600B). The Treasury FS Form 7600B is AQD’s **preferred** funding form to ensure the Treasury and OMB compliance. The document must include all data elements required by the Treasury FS Form 7600B (see below for listed requirements).

NOTE: AQD’s standard processing time for a signed and compliant 7600B/funding documents is **10 business days.**

1. **Proper Transfer and Obligation:**
	* Ensure Acquisition Services Directorate is selected as the Group Name in the Partner Information section.
	* Verify that all required data for the proper transfer and obligation is included.
2. **Funding Information:**
	* Confirm the type of funds to be used.
	* Check the funding period of availability.
	* Ensure the fund's citation is included.
3. **Billing and Payments:**
	* All orders must be accepted as FOB Source.
4. **Funds Certifying Official:**
	* Identify the funds certifying official.
	* Ensure their system approval is present.
5. **Bona Fide Need:**
	* Verify that the request clearly describes the bona fide need of the Requesting Agency.
	* Use clear and precise language in the Line-Item Schedule Sections.
6. **Contract Details:**
	* Provide the contract number(s).
	* Verify the purpose and performance period for any modifications to the Order.
7. **Third-Party Funding:**
	* Disclose any third-party funding from other entities.

| **Resource** | **Contact** |
| --- | --- |
| Funding Questions | AQDfundingdocuments@ibc.doi.gov |
| 7600B Form & Instructions | [Forms | IBC Customer Central](https://ibc.doi.gov/acquisition/aviation/customer/forms) |
| 7600A | AQDPartA@ibc.doi.gov |
| Contract Questions | Applicable AQD Contracting Officer |
| Invoicing Questions | AQDInvoicing@ibc.doi.gov |
| Standard Customer Reports | AQDReports@ibc.doi.gov |

The table below outlines the **required** items for customers to complete on the FS Form 7600B (March 2022 version) for the proper transfer and obligation of funds when transacting buy/sell activity.

For more information regarding Order requirements and Federal Intragovernmental Data Standards (FIDS), visit [Treasury's website](https://www.fiscal.treasury.gov/g-invoice/resources.html#admin).

| **Box** | **Required Item** | **Instruction** |
| --- | --- | --- |
| Box 1 | Order Tracking Number | Enter unique funding document obligation number |
| Box 1 | Modification Number | Enter modification (amendment) number |
| Box 3 | Order Date | Enter date order created |
| Box 4 | Assisted Acquisition Indicator | Select “Yes” |
| Box 5 | Period of Performance | Enter estimated funding dates |
| Box 6 | Agency Location Code (ALC) | Enter eight-digit Pay Office ALC |
| Box 7 | Agency Name | Enter Agency Name |
| Box 8 | Group Name | Enter Group Name |
| Box 10 | Cost Center | Complete if more than one listed on 7600A |
| Box 11 | Business Unit | Complete if more than one listed on 7600A |
| Box 12 | Department ID | Complete if more than one listed on 7600A |
| Box 14 | Funding Office Code (Buyer Only) | [FPDSNG Offices](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.fpds.gov%2Fdownloads%2Ftop_requests%2FFPDSNG_Contracting_Offices.xls&wdOrigin=BROWSELINK); [ezSearch;](https://www.fpds.gov/fpdsng_cms/index.php/en/) If unknown, contact AQD CO |
| Box 15 | Agency Code (Buyer Only) | [FPDSNG Offices](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.fpds.gov%2Fdownloads%2Ftop_requests%2FFPDSNG_Contracting_Offices.xls&wdOrigin=BROWSELINK); [ezSearch;](https://www.fpds.gov/fpdsng_cms/index.php/en/) If unknown, contact AQD CO |
| Box 17 | Statutory Authority Fund Type Code | Enter AQD’s statutory authority listed on 7600A |
| Box 22 | Advance Revenue Recognition Methodology | If Advance (listed on 7600A), select "Monthly" |
| Box 24 | Advance Payment Authority Title | If Advance, enter "Interior Franchise Fund" |
| Box 25 | Advance Payment Authority Citation | If Advance, enter “Pub. L. No. 104-208, div A. title I, § 101 (d) [title I, § 113], Sept. 30, 1996, 110 Stat. 3009-181, 3009-200, as amended by Pub. L. 108-7, div. F, title I, § 149, Feb. 20, 2003, 117 Stat. 245” |
| Box 26 | Total Advance Amount | If Advance, enter total advance amount |
| Box 27 | Advance Amount Funding Change for Mod | If Advance mod, enter amount change |
| Box 28 | Total Modified Advance Amount | If Advance mod, combine box 26 + box 27 amounts |
| Box 29 | FOB Point | Select "Source/Origin" |
| Box 39 | Total Order Amount | Enter total funding amount across all lines |
| Box 44 | Line Number | Ex: 1, 2, 3, etc. |
| Box 46 | Item Code | [PSCs](https://www.acquisition.gov/psc-manual); If unknown, contact AQD CO |
| Box 47 | Item Description | If unknown, contact AQD CO |
| Box 48 | Line Costs Unit of Measure (UOM) | [Treasury UoM List](https://fiscal.treasury.gov/files/g-invoice/unit-of-measure-list.pdf) |
| Box 49 | Unit of Measure Description | [Treasury UoM List](https://fiscal.treasury.gov/files/g-invoice/unit-of-measure-list.pdf) |
| Box 51 | Line Cost Funding Change for this Mod | If modification, enter +/- funding amount change |
| Box 57 | Capitalized Asset Indicator | Good = T or F; Service = F (if unknown, contact AQD CO) |
| Box 59 | Type of Service Requirements | Only applicable to services |
| Box 60 | Schedule Number | Ex: 1, 2, 3, etc. |
| Box 62 | Cancel Status (Schedule) | Select "Active" |
| Box 63 | Schedule Unit Cost/Price | Enter cost of each unit for this schedule |
| Box 66 | Order Schedule Quantity | Enter total number of units for this schedule |
| Box 72 | Agency Treasury Account Symbol (TAS) | Enter full component Treasury Account Symbol |
| Box 73 | Agency Business Event Type Code (BETC) | Enter DISGF (General Fund) or DISNGF (Non-General Funds) |
| Box 75 | Additional Accounting Classification | Provide complete Fund Code inclusive of TP Main |
| Box 76 | Bona Fide Need | Provide detailed description of purpose of funds |
| Box 123 | Agency Point of Contacts | Complete asterisk (\*) items |
| Box 124 | Funding Official Approval | Complete asterisk (\*) items |
| Box 125 | Program Official Approval | Complete asterisk (\*) items |
| Box 126 | Agency Preparer Information | Complete asterisk (\*) items |