

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
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](#).

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 ; ezSearch ; If unknown, contact AQD CO
Box 15	Agency Code (Buyer Only)	FPDSNG Offices ; ezSearch ; 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 ; 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
Box 49	Unit of Measure Description	Treasury UoM List
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	Required Item	Instruction
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