

# Financial Addendum

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

As of 01 October 2023, AQD requires all the Department of the Interior (DOI) trading partners to submit a 7600B form for processing funding. The 7600B is an agreement between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity in In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8. AQD will not accept documents via the DOI's Intra-Departmental Agreements (IDA) portal.

All other non-DOI trading partners that wish to submit another form of funding document, e.g., MIPR, must include all data elements required by the Treasury FS Form 7600 B. (See below listed requirements) The Treasury FS Form 7600 B is AQD's preferred funding form to ensure the Treasury and OMB compliance.

NOTE: AQD's standard processing time for a signed and compliant 7600 B form is 10 business days.  
The form is compatible with G-Invoicing.

## The Servicing Agency (AQD):

1. Shall not accept funding unless it:
  - Includes the below listed data for the proper transfer and obligation.
  - Includes the type of funds to be used, the funding period of availability, and a funds citation.
  - Includes the full Treasury Account Symbol (TAS)
  - Identifies the funds certifying official along with their signature or system approval; and
  - Adequately describes a bona fide need of the Requesting Agency by adding clear concise language directly on the 7600B.
  - Identifies the contract number(s), the purpose and the estimated period of performance for any modifications of 7600B/Order.
  - Any third-party funding from other entities that are being used for funding requirements are disclosed and meet appropriate purpose, time, and amount of that third-party appropriation.
2. The seller shall manage accepted trading partner funds as follows.
  - Follow all applicable OMB and Agency appropriation guidance, laws, and policies.
  - Implement and exercise controls to ensure compliance with all applicable statutory and regulatory fiscal requirements to include the OMB Circular A-123-Management's Responsibility for Internal Control.
  - Record transactions in a timely fashion; and
  - Return unobligated or de-obligated funds in a timely manner.

Resource	Contact
Funding Questions	AQDFundingdocuments@ibc.doi.gov
7600B Form & Instructions	<a href="#">Forms   IBC Customer Central</a>
G-Invoicing	<a href="#">DOI's G-Invoicing Implementation Plan</a>
7600A/GT&C	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)	<a href="#">FPDSNG Offices; ezSearch</a> ; If unknown, contact AQD CO
Box 15	Agency Code (Buyer Only)	<a href="#">FPDSNG Offices; ezSearch</a> ; 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	<a href="#">PSCs</a> ; If unknown, contact AQD CO
Box 47	Item Description	If unknown, contact AQD CO
Box 48	Line Costs Unit of Measure (UOM)	<a href="#">Treasury UoM List</a>
Box 49	Unit of Measure Description	<a href="#">Treasury UoM List</a>
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