

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 | Forms IBC Customer Central |
| G-Invoicing | DOI's G-Invoicing Implementation Plan |
| 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) | 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 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 |