

**INSTRUCTIONS FOR COMPLETING
GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Office of Integrated Technology Services
HSPD-12 Managed Service Office (MSO)
INTERAGENCY AGREEMENT – FINANCIAL ADDENDUM**

This Financial Addendum accompanies the Interagency Agreement (IA). The Addendum is to be completed by the client financial point of contact for all funding referenced in the IA. Applicable parts of the Addendum may also be completed by the MSO.

Include the IA number at the top of the page. Include the amendment number, if one exists. All of this information is mandatory before the Addendum can be processed.

1. Name and Address of GSA Financial Point of Contact – Provided by GSA
2. Name and Address of Client Financial Point of Contact
3. GSA Financial POC Phone and Email Information – Provided by GSA
4. Client Financial POC Phone and Email Information
5. GSA DUNS Number – Provided by GSA
6. Client DUNS Number –Dun & Bradstreet Universal Numbering System number for this client. (See OMB Memorandum M-03-01, dated October 4, 2002 and attachments for more information.)
7. Total Amount of this Amendment.
8. Certifying Client Financial Point-of-Contact – Person signing should include printed or typed name and date signed. Please ensure the person signing the Addendum is an authorized official.
9. Signature of MSO approving official.

Blocks 10 through 20 – Complete this information for the line of accounting on the funding document.

10. Funding Document – Mandatory information. This is the number from your obligating or funding document.
11. Line of Accounting (LOA) Amount – Mandatory information. Amount on the line of accounting.
12. Agency Location Code (ALC) – Mandatory information for Civilian Agencies only
13. Billing Address – Mandatory information. Billing address for the line of accounting
14. Line of Accounting Period of Funds Availability – Mandatory information. Enter the first FY and last FY of funds availability for the line of accounting. For example, 1 year FY05 appropriations should reference FY 2005 to FY 2005 or if “X” year, indicate current year obligated and good until expended.
15. Line of Accounting type of funds – Mandatory information. Identify the line of accounting as one year funds, multi-year funds, or no year funds.
16. Line of Accounting Funds – Mandatory information. Identify the Department Code (2 digit), Fiscal Year of Funds (4 digit), and Basic Appropriation Symbol for the line of accounting.
17. Fund citation – Mandatory information. Identify the line of accounting.
18. Mandatory information. Describe the specific purpose of these funds within the bona fide need established in the referenced IA.
19. If applicable, identify any unique funding requirements, including statutory or regulatory requirements for the line of accounting.
20. If applicable, provide any remarks pertaining to the line of accounting.

