

# Instructions for Completing the MSO InterAgency Agreement Form

These instructions are for completing the InterAgency Agreement (IA). The IA should be completed by the agency program official or appropriate acquisition official and the appropriate client financial point-of-contact for all funding referenced in the IA. Applicable parts of the IA may also be completed by the ITS MSO.

**It is mandatory to complete all of this information on the IA before it can be processed.**

- 1. IA Number** – Provided by GSA
- 3. Amendment Number** – Provided by GSA
- 6. Name and Address of Client Project Manager**
- 8. Client Phone Number, FAX Number & Internet Address**
- 12. Previous IA Total** (if amendment)
- 13. Initial/Amendment Amount**
- 14. IA Total Funding** – (block 12 plus block 13)
- 15. LOA Period of Availability** – Enter the first FY and last FY of funds availability for fund citation or line of accounting. For example, 1 year FY05 appropriations should reference FY 2005 to FY 1006
- 16a. Client Treasury Account Symbol (TAS)** – The TAS is comprised of the Department Code, the fiscal year of funds, and the Basic Appropriation symbol. No-year funding would use an X for Fiscal Year of funds.
- 16b. Client Business Event Type Code (BETC)** – Enter DISB to indicate disbursement of funding
- 17. LOA Type of Funds** – Mandatory information. Identify the individual fund citation or line of accounting as one year funds, multi-year funds, or no year “X” year funds.
- 18. Funding Document Number(s) and Funding Citation(s) or Line of Accounting (LOA)** – Enter the number from your obligating or funding document and the amount on the individual fund citation or line of accounting
- 18a. Comments** – Enter comments you may have about funding document number, funding citation or line of accounting
- 19. Agency Location Code (ALC)** – Mandatory information for Civilian Agencies only
- 20. Billing Address** – Enter billing address for fund citation or line of accounting
- 21. Client DUNS Number** – Dun & Bradstreet Universal Numbering System number for client. (See OMB Memorandum M-03-01, dated October 4, 2002 and attachments for more information)
- 23. MSO DUNS Number** – Provided by GSA
- 24. MSO Financial Point-of-Contact** – Provided by GSA
- 25. Client Financial Point-of-Contact** – Enter the name, phone number, internet address and fax number of your Financial Point-of-Contact
- 27. Client Approval** – Client Financial Point-of-Contact – Person signing should include printed or typed name and date signed. **Important: Please ensure the person signing the IA is an authorized official and can obligate funds for your agency or program.**