INSTRUCTIONS FOR COMPLETING

INTEGRATED TECHNOLOGY SERVICES

MSO INTERAGENCY AGREEMENT

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.

All of this information is <u>mandatory</u> before the IA 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. Line of Accounting Period of Availability – Mandatory information. 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 2006.

16. LOA Classification of Funds - Mandatory information. Identify the Department Code (2 digit), Fiscal Year of Funds (4 digit), and Basic Appropriation Symbol.

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/MIPR Number – Mandatory information. This is the number from your obligating or funding document. Funding Citation or Line of Accounting (LOA) Amount – Mandatory information. Amount on the individual fund citation or line of accounting.

19. The same as block 13.

20. Billing Address - Mandatory information. Billing address for fund citation or line of accounting.

21. Agency Location Code (ALC) – Mandatory information for Civilian Agencies only.

22. 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.)

23. MSO DUNS Number - Provided by GSA

24. MSO Financial POC- Provided by GSA

25. Client Financial POC Phone and FAX Number and Email Information

27. Client Approval - Client Financial Point-of-Contact – Person signing should include printed or typed name and date signed. **Mandatory: Please ensure the person signing the IA is an authorized official and can obligate funds for your agency or program.**