

VA Financial Policies and Procedures
Intragovernmental Reimbursable Agreements

CHAPTER 11

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1101 OVERVIEW

This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding intragovernmental reimbursable agreements. Intragovernmental reimbursable agreements may be executed within VA between different appropriations or between VA and another Federal agency. Reimbursable agreements may be entered into under various legislative authorities. They are characterized as buy/sell monetary arrangements within or between a Federal agency and are a type of intragovernmental transaction. VA organizations that require support will first consider support capabilities available within their organizations, consistent with mission requirements and regulatory authorizations before seeking other sources. Consideration should also be given to using capabilities available from within VA and other Federal activities -- this discretionary authority is subject to higher regulatory authorities that mandate specified sources of service or supply for VA activities. However, when there is doubt that obtaining commercial-type support from other VA or Federal activities would not provide the best value, satisfy VA's schedule, or be the most cost effective, consideration should be given to procuring the support from a commercial source.¹

Although credit reform reimbursements or borrowing agreements between non-appropriated financing accounts are intragovernmental transactions, they are not reimbursable agreements as characterized by this chapter. Refer to Volume V, Chapter I, *Recognition and Accounting for Assets*, for policy guidance. Another type of agreement not covered in this chapter is the bartering agreement or the exchange of assets/goods or services (other than cash) for other non-monetary assets/goods or services. Refer to Volume II, Chapter 8, *Bartering*, for the authority and additional information on these types of agreements.

1102 POLICIES

110201 VA will ensure the use of reimbursable agreements is in accordance with the Economy Act, [Title 31 United States Code \(U.S.C.\) Section 1535](#), or other statutory authority, e.g., authority for medical cost sharing agreements,² revolving, and franchise fund reimbursements³.

A. VA may use a revolving fund when a law that establishes the revolving fund authorizes VA to credit payments to the fund that performs the work. Revolving funds operate on a reimbursable basis when working capital (undisbursed cash) is available,

¹ Refer to the Federal Acquisition Regulation (FAR), [48 C.F.R. Subpart 17.5 Interagency Acquisitions](#), and VA Acquisition Regulation (VAAR), [48 C.F.R. 801.602-74 801.602-74 Review requirements for an interagency agreement](#).

² A reimbursable agreement for medical cost sharing (e.g., [38 U.S.C. 8153 Sharing of Health-Care Resources](#)) for purposes of this chapter only applies to an agreement VHA may have with another Federal agency.

³ Refer to Volume II, Chapters 2A, *Supply Fund*, and 2B, *Franchise Fund*, for additional information on these types of funds.

e.g., Supply Fund ([38 U.S.C. 8121](#)) or Franchise Fund ([Public Law 109-114](#)). Refer to Office of Financial Policy (OFP) Volume II Chapter 2A, *Supply Fund*, and Chapter 2B, *Franchise Fund*, for additional information.

B. VA may not augment any of its appropriation accounts (including annual appropriations and revolving funds) with transfers from other accounts without specific statutory authority. Reimbursable agreements are a type of funds transfer because they result in a withdrawal from one account and credit to another account, for payment of goods or services obligated and received.⁴ These transaction are further specified as expenditure transfers because result in an outlay⁵ and impact budget accounts.

C. As a rule, if a particular function is assigned to one office by statute or by the Secretary, that office generally may not seek contributions (to include, through reimbursable agreements) from offices funded by other appropriations to finance that function. The contributions would be an augmentation to the originating office's appropriation.

D. VA may only proceed with modifying how a function or activity is funded after a formal request has been submitted through the budget process approved by Congress. The request informs Congress of VA's intent to change the funding methodology for that fiscal year and subsequent fiscal years.⁶ Contact VA's Office of Budget (OB) for assistance and guidance on these issues.

110202 REIMBURSABLE AGREEMENTS. Under existing statutory authority, when one office provides a beneficial service to another office, the office receiving the service will reimburse the providing office for the cost of that service.

110202.01 VA AS BUYER.

A. A VA office or organization seeking to procure goods or services through a reimbursable agreement will consult with its Office of Acquisition and Logistics (OAL) representative to ensure that the reimbursable agreement is in compliance with acquisition requirements, such as the Federal Acquisition Regulation (FAR) and the VA Acquisition Regulation.

1. INTERAGENCY TRANSACTIONS. Interagency transactions, a term used by Acquisition, are reimbursable agreements required by legislation (e-Gov Initiatives),

⁴Refer to Volume II, Chapter 7, Various Appropriations Law Related Topics, for additional information on the budget and appropriation implications of reimbursable activity.

⁵ Outlay means a payment to liquidate an obligation.

⁶ [Principles of Federal Appropriations Law, Volume I](#), Chapter 2, Section B. 2., Two Appropriations Available for Same Purpose: also known as the "Pick and Stick" rule: When one can reasonably construe two appropriations are available for an expenditure not specifically mentioned in statutory appropriation account language, the Department must make an administrative determination as to which appropriation to charge. Once an appropriation is chosen to fund a function, the Department must stay with that account to the exclusion of all others.

reimbursable work performed by Federal internal resources, or interagency activities where contracting is incidental to the purpose and contracting support may not be required.

2. INTERAGENCY ACQUISITIONS. VA will ensure that interagency acquisitions (direct or assisted acquisitions) are executed in accordance with the Office of Acquisition and Logistics information letter [VA PPM \(2013-06\) Interagency Acquisitions \(IAs\), Guidance and Procedures](#) (Revised, July 11, 2013.) Interagency acquisitions are a type of intragovernmental transaction and will be recorded and reported as such.

B. Once VA completes negotiations with the other agency, VA will follow Department of Treasury (Treasury) guidance as required for interagency reimbursable agreement transactions. For all agreements, VA will ensure descriptive data and all required Minimum Accounting Data Elements (MADEs) and point of contact (POC) information for intragovernmental transactions are identified in the agreement. MADEs include:

- Trading Partner (TP) Unique Identifier
- Order POC
- Description of purpose
- Time period - Agreement Period and Performance (Order) Period
- Agreement Action
- Agreement Amount
- Order Amount
- Buy/Sell Transaction Type
- Accrual/Work in Process Amount
- Advance/Nonadvance Indicator
- Capitalization/Noncapitalized Indicator, and
- Treasury Accounting Symbol (TAS).

C. The documentation between agencies may be a Treasury FMS Form 7600 with Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) as supporting documentation, Service Level Agreement (SLA) or Franchise Agreement (FA) for Franchise Fund, or a VA Form 2269, Interagency Cross-Servicing Support Agreement (within VA). The agreement must contain all the data elements identified in

section 110202.01 B above and a detailed description. When the servicing office requires another interagency agreement form or the type of reimbursable agreement has other reporting requirements, VA will follow the guidance as designated. Occasionally, each agency will use a distinct form. VA program officials will ensure the information on both forms is the same and maintain signed versions of both forms. Program officials are to sign only for reimbursement and not direct citation of VA funds on agreements. Direct citation of VA funds on reimbursable agreements circumvents the Intra-governmental Payments and Collections System (IPAC) process and complicates intragovernmental reconciliations, Treasury reconciliations, and support and recording of transactions in the accounting system⁷. See Appendix A for Treasury FMS Form 7600 and guidance for completing the form.

D. Once agreements are signed by both parties, VA will establish an obligation for the agreement. The Federal vendor selected for the VA obligation must match the TP and TAS as provided on the agreement, per VA Financial Management System (FMS). The vendor ID number will identify the trading partner and its three-digit trading partner code. VA's Financial Services Center (FSC) will ensure that the Federal vendor table is accurate, complete, and current. This vendor information will help to ensure that all transactions and accounts are accurately and fairly recorded and presented in VA's general ledger and financial statements. Signed agreements will be provided to the FSC in accordance with Appendix C, SIGNED AGREEMENT REPOSITORY.

E. The IPAC will be the primary payment methodology used for reimbursable agreement transactions with other Federal agencies. If required by the agreement terms, VA will initiate an IPAC. In addition to the OFP Chapter and Treasury Financial Manual (TFM) above, refer to the Treasury IPAC web site, <http://fms.treas.gov/ipac/index.html> and VA FASPAC website <https://vaww.faspac.fsc.va.gov/>.

F. VA will review invoices for goods and or services and ensure IPAC disbursements are correct. As required, VA will record expenses to work in process.

G. On a monthly basis, or in accordance with terms of the agreement, VA will reconcile obligations and payments. If discrepancies are noted, VA program managers will research with the local Finance Office and the TP agency. If unable to resolve the discrepancy, the local Finance Office will report differences with explanations to OFP.

H. Quarterly, VA will reconcile Intragovernmental transactions at the TP level, across VA, in accordance with VA Volume VII, Chapter 5, *Intragovernmental Transactions and Reconciliation*.

⁷ A Military Interdepartmental Purchase Request (MIPR) is an example of a Department of Defense (DoD) document that requires selection of the type of funding/payment method for services being provided. For questions or clarification of direct citation of funds versus reimbursement contact FSC.

I. After all the invoices have been paid and a completion notice has been received from the trading partner, the VA program manager will reconcile the account and, as appropriate, adjust any advance and adjust and close the obligation.

110202.02 INTRA VA AGREEMENTS.

A. VA may use reimbursable agreements from different appropriations when the appropriation receiving the funding transfer has both reimbursable authority and specific approval from OMB for that function to be considered reimbursable. As an example, the reimbursable agreement may be for a Departmentwide project, program, or for some specific activities such as, General Administration at VA Central Office or the Franchise Fund.

B. VA may use reimbursable agreements within VA, but between different VA appropriations. VA will not use a reimbursable agreement within an appropriation because recording the transactions may result in (1) an overstatement in the appropriation's revenues and expenses and complicate Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS) reporting, and (2) problems with the SF-132, Apportionment and Reapportionment Schedule, which indicates the amount of reimbursable authority.

C. VA may initiate a cost-sharing arrangement⁸ as part of a reimbursable agreement, for a Departmentwide initiative or activity. Refer to section 110502 Intra VA Cost-Sharing Arrangements for the related procedures to identify and document a cost-sharing arrangement.

1. VA Administrations and staff offices may pool their resources to pay for goods and services that will benefit more than one Administration or staff office. The cost-sharing arrangement is the method used to identify the managing and participating organizations, the benefit each participating organization will receive, and the funds for expenditure transfers. VA managing and participating organizations will adhere to the above reimbursable agreement requirements. An example of a cost-sharing arrangement may be the reimbursements collected by the Office of Human Resources and Administration for the adjudication of Equal Employment Opportunity discrimination complaints or transit benefits across the participating organizations.

2. VA may use statutory authority under the [Economy Act, 31 U.S.C. 1535](#), or the account adjustment statute, [31 U.S.C. 1534](#), to share resources across appropriations within VA (a.k.a. cost-sharing arrangements). Regardless of which authority is used, the ordering office must charge the benefiting appropriation accounts amounts that are commensurate with the value received by their staff office(s) and/or Administrations. As discussed in sections 110201B and 110201C above, VA organizations may not use

⁸ Cost-sharing arrangement used in this context does not refer to the sharing of health-care resources cost sharing agreements with commercial or non-Federal entities.

cost-sharing arrangements to augment their appropriation accounts with transfers from other accounts without specific authority.

D. The documentation for agreements between VA entities will be VA Form 2269, Interagency Cross-Servicing Support Agreement. See Appendix B. Franchise Fund will use Service Level Agreements (SLA) for agreements between VA entities and the Franchise Fund.

110202.03 ECONOMY ACT REIMBURSABLE AGREEMENTS. VA may execute reimbursable agreements in accordance with the Economy Act when more specific authority does not exist.⁹ The Economy Act provides authority for placement of orders between major organizational units within an agency (intra-agency or inter-service), as well as between Federal agencies (interagency). Reimbursable agreements may include intra-agency (between different VA funds) or interagency support (VA to other Federal agency). VA will adhere to the above reimbursable agreement requirements when executing an agreement under the Economy Act.

A. Authorization. The Economy Act specifically authorizes the head of an agency or major organizational unit within an agency to place an order with a major organizational unit within the same agency or another Federal agency for goods or services, provided:

- The ordering agency has funds to pay for the order.
- The head of the ordering agency or unit decides the order is in the best interest of the United States Government.
- The head of the ordering agency decides that the ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- The agency or unit filling the order is able to provide the goods or services.

B. Payments. Payment shall be made promptly on the written request of the agency or unit filling the order. Payment may be requested in advance or upon providing the goods or services ordered and may be for any part of the estimated or actual cost as determined by the agency or unit filling the order. A bill submitted or a request for payment is not subject to audit or certification in advance of payment. Proper adjustment of amounts paid in advance shall be made as agreed to by the heads of the agencies or units on the basis of the actual cost of goods or services provided.

C. Limitations. Because of previous instances of abuse of Economy Act orders, limitations on the use of Economy Act orders have been imposed.

⁹The Act does not apply to acquisitions from required or optional sources of supplies, which have separate statutory authority (e.g. Federal Supply Schedule (40 U.S.C. 501) contracts), or acquisitions using Governmentwide acquisitions contracts.

1. Economy Act orders may not be used by an agency to circumvent conditions and limitations imposed on the use of funds, including extending the period of availability of the cited funds. The amount obligated for an order will be deobligated to the extent that the agency or unit filling the order has not incurred obligations before the end of the appropriation availability.

2. The Economy Act may not be used to make acquisitions conflicting with any other agency's authority or responsibility. (Refer to the Federal Acquisition Regulation (FAR) Subpart 17.502 Procedures.) An Economy Act order cannot be used by one organizational unit to order work or services from another organizational unit under the same activity director/program manager where the activity director/program manager is in a position to fund the required goods or services through the use of direct funds.

D. The FAR Subpart 17.5, Interagency Acquisitions, prescribes the policies and procedures applicable to reimbursable agreements under the Economy Act.

110202.04 Grant Related Agreements. Grant-related IAAs are reimbursable agreements where the Servicing Agency awards or manages grant(s) or grant program(s), or otherwise performs grant-type services for public benefit on behalf of the Requesting Agency.

110202.05 VA AS SELLER. VA as the servicing agency (seller), after negotiations, signing the agreement, and providing goods or services, will promptly bill and collect in accordance with agreements. Except as noted below, VA will use Treasury FMS Form 7600 and include the details outlined in section 110201.01B. VA will establish receivables and collect payments after goods and services are provided. On a monthly basis or in accordance with terms of the IAA, VA will reconcile collections and receivables. If discrepancies are noted, VA program managers will research with the local Finance Office and the TP agency. If unable to resolve the discrepancy, the local Finance Office will report material differences with explanations to OFP. OFP will take appropriate action with Treasury.

A. Prior to the upcoming fiscal year, Office of Budget (OB) will submit the total estimate for reimbursement funding (apportionment) to the Office of Management and Budget (OMB).

1. An office or organization that establishes a reimbursable agreement for providing goods or services, regardless of whether it is with another Federal agency or within VA, will submit the cost of goods/services estimate to OB, through its Administration, if appropriate, for review and inclusion in the apportionment request. Reimbursable agreements with cost-sharing arrangements to distribute the expenditures will be identified in the estimate.

2. An office or organization that establishes a reimbursable agreement for providing goods or services that is new (not initially requested) or above the initial estimate will notify OB, through its Administration, if appropriate, for submission to OMB for

apportionment. Refer to Volume II Chapter 2, *VA's Budget Cycle and Fund Symbols*, for additional information on apportionment.

B. PAYMENTS.

Title [31 U.S.C. 1536](#) provides for the crediting of payments from purchases between executive agencies.

1. The FSC will credit advance payments to the appropriate VA fund. Except as determined in b (below), any other payment is credited to the appropriation or fund against which the order was filled and charged.
2. An amount paid may be expended in providing goods or services for the specified purpose of the appropriation credited. Where goods are provided from stock on hand, the amount received in payment is credited to be available to replace the goods unless:

Another law authorizes the amount to be credited to some other appropriation, or

The head of the agency or unit filling the order decides that replacement is not necessary, in which case the amount received is deposited in the Treasury as miscellaneous receipts.

C. CLOSEOUT.

VA will send the requesting agency a completion notice when all goods and services have been provided according to the agreement. If an advance was established, VA must notify the requesting agency so its obligation can be adjusted prior to the end of the fiscal year or fund period.

110203 Supply Fund Agreements. Supply Fund will use VA Form 2269, Interagency Cross-Servicing Support Agreement, with supportive information in MOAs for agreements with VA organizations, in accordance with the One VA Plus Handbook, July 2013 and Volume II, Chapter 2A Supply Fund.

110204 Franchise Fund Agreements. Franchise Fund will use SLAs for documenting agreements with VA organizations. FAs will be used for agreements between VA Franchise Fund entities and other Federal agencies. See Volume II, Chapter 2B, Franchise Fund for details.

110205 REIMBURSABLE AGREEMENTS REPORTING. VA will report reimbursable agreements (intragovernmental transactions) in accordance with OMB Circular A-136, *Financial Reporting Requirements*, and Treasury Financial Manual, Volume I, Part 2, Chapter 4700, *Agency Reporting Requirements for the Financial Report of the United States Government*. Refer to OFP Volume VII, Chapter 5, *Financial Reporting - Intragovernmental Activity and Reconciliations*, for specific VA guidance.

1103 AUTHORITY AND REFERENCES

110301 [31 U.S.C. 1534, Adjustments between Appropriations](#)

110302 [31 U.S.C. 1535, Agency Agreement \(The Economy Act\)](#)

110303 [OMB Circular A-136, *Financial Reporting Requirements*](#)

110304 [Federal Acquisition Regulation](#)

110305 [TFM Volume I, Part 2, Chapter 4700, *Agency Reporting Requirements for the Financial Report of the United States Government*](#)

110306 [OFP Publications Library](#)

110307 [OAEM Policies, Procedures and Regulations](#)

110308 [VA Acquisition Regulation](#)

110309 [VA Forms Web Site](#)

1104 ROLES AND RESPONSIBILITIES

110401 The Assistant Secretary for Management/Chief Financial Officer (CFO), oversees all financial management activities relating to the Department's programs and operations, as required by the Chief Financial Officers Act of 1990 and 38 U.S.C. 309. Specific responsibilities include the direction, management and provision of policy guidance and oversight of VA's financial management personnel, activities and operations. The CFO establishes financial policy, systems and operating procedures for all VA financial entities and provides guidance on all aspects of financial management.

110402 Under Secretaries, Assistant Secretaries, CFOs, Finance Officers, Chiefs of Finance Activities, Fiscal Officials, Chief Accountants and other key officials are responsible for ensuring compliance with the policies and procedures set forth in this chapter.

110403 The Office of Finance, Office of Financial Policy (OFP) is responsible for developing, coordinating, reviewing, evaluating, and issuing VA financial policies, including those that impact financial systems and procedures for compliance with all financial laws and regulations. OFP is also responsible for preparing various comprehensive Departmental financial reports, such as those required by the President and the Executive Branch, including OMB and Treasury reports.

110404 The VA OB is responsible for providing guidance and support to the Department's Administrations and staff offices on matters relating to budget formulation and execution. The Deputy Assistant Secretary (DAS) for Budget will request reimbursable authority from OMB to obligate these reimbursements and other income as a part of the annual apportionment or subsequent reapportionment submission. The Service Directors will allot the reimbursements and other income to the program officials, but only if there is reasonable assurance that such items will be collected.

110405 The Office of Acquisition and Logistics (OAL) is responsible for supporting VA's vast array of diverse programs and functions involving expenditures for supplies and services. OAL has a Governmentwide role in the supply management of medical supplies and non-perishable subsistence. Because of its Departmentwide and Governmentwide mission, as well as its role in protecting the integrity of the procurement and supply system, OAL is organizationally independent of the activities it serves. As a principal VA staff office, OAL reports to the Secretary and provides goods and services needed by client activities. All OAL operations are funded through the self-sustaining VA Supply Fund.

110406 Program officials or managers buying goods and services are responsible for initiating planning; completing an agreement with the required MADEs; ensuring the obligation is established; verifying payments; identifying and reporting discrepancies, and upon completion, closing out the obligation. Program Officials will participate in the governance of the service activity, if required in the agreement.

Program officials who receive allotments which contain estimated reimbursements or other anticipated receipts must maintain constant and careful oversight to ensure that these reimbursements and other income are earned, received and credited as planned, so that appropriate funding adjustments can be implemented if necessary. Program officials cannot use the reimbursable authority received from Congress for any other purpose than that authorized for VA.

1105 PROCEDURES

110501 REIMBURSABLE AGREEMENTS. There are six phases for intragovernmental reimbursable agreements, planning, negotiation and signing, execution, payment, reconciliation, and closeout.

110501.01 VA AS BUYING AGENCY.

A. VA Program officials will provide lead time, up to three to six months, for procuring goods and services. Program officials will confer with their OAL representatives to determine the need for contracting support.

B. VA Program Officials and Contracting staff, as needed, will negotiate with the other VA or federal entity to procure goods and services. For direct and assisted acquisitions, Contracting will follow FAR 17.5.

Both parties to the agreement will agree to procedures for the resolution of disagreements that may arise under the acquisitions. After obtaining signatures, the signed agreements will be provided to OFP, in accordance with Appendix C.

C. The local Finance Office will use:

- Form 1358 obligations for interagency transactions for which contracting support is incidental to the agreements or interagency reimbursable work performed by Federal employees (other than acquisition assistance). (See [VA Volume II, Chapter 6, 1358 Obligations](#)).
- Form 2237 obligations for agreements requiring Contracting support.

Program Officials will ensure that the Federal Vendor on the FMS obligation matches the TP and funds specified on the agreement.

D. If the agreement requires VA to initiate an IPAC, the local Finance Office will follow instructions provided on the FASPAC website, <https://vaww.faspac.fsc.va.gov/>.

E. Invoices for services and goods provided and the corresponding IPAC transaction will be reviewed. Contact the trading partner for identified discrepancies.

F. If an advance had been set up, the local Finance Office will decrease the amount of the advance and correspondingly, increase the expense on the obligation specified in the agreement.

G. Monthly the program manager will review the obligation and unobligated balance to ensure correct. If discrepancies are noted, VA program managers will research with the local Finance Office and the TP agency. If unable to resolve the discrepancy, the local Finance Office will report material differences with explanations to OFP. OPF will review and contact Treasury.

H. Quarterly reconciliation. Quarterly, trading partner reconciliations will be completed by the Office of Financial Policy.

I. Close out. When notified by the servicing agency that the order is complete, the Program Office, with the local Finance Office, will review the advance and corresponding obligation. If the advance and obligation exceeded the actual expense, the servicing agency will return unused funds¹⁰. The local Finance Office will reduce remaining advance balance and deobligate remaining obligation balance.

¹⁰ Local Finance Office will monitor expenditure of advanced funds, and by August, contact the servicing agency to ensure that advanced funds are either used or returned, with adequate time before funds expire, to allow VA to reuse funds.

110501.02. VA AS SERVICING AGENCY.

A. Planning: When approached by another agency to provide goods or services, the program office will confer with their OAL contracting officer representative to discuss and plan. Contracting officers will support direct or interagency acquisitions. Program Offices will report to their Administration or OB new amounts of expected reimbursable earnings.

B. The program office will negotiate terms of the agreements for the Treasury FMS Form 7600 or VA Form 2269 and ensure all MADEs are included as well as terms for reconciliations and obtain signatures. (See Appendix A for completing the Treasury FMS Forms.) Signed agreements will be forwarded to the OFP in accordance with Appendix C. Franchise Fund will use FA and SLAs. Supply Fund will use VA Form 2269. (See Appendix B.)

C. Reimbursements are earned based on the actual delivery of goods and or services to the receiver. After goods and services are provided, VA will bill the trading partner. VA will send invoices and establish receivables in accordance with VA Volume XII, Chapter 2, Federal Accounts Receivables.

D. Collections that can be monitored under the reimbursable agreement are recorded after the receiving agency has been billed and payment received. The amount recorded as a collection for each completed reimbursable order must equal the reimbursement earned. Collections cannot exceed reimbursements earned. Any change in the reimbursable estimated amount, when identified, will be submitted to OB to preclude an over obligation of available budget authority. If an order is reduced without proper notice and obligations are greater than the estimated amount at the end of the fiscal year, an over obligation of funds could result in an Anti-Deficiency Act violation. If it becomes apparent that the costs are going to exceed the order, an amended order should be negotiated.

E. Monthly, the program office will reconcile receivables. If discrepancies are noted, VA program managers will research with the local Finance Office and the TP agency. If unable to resolve the discrepancy, the local Finance Office will report material differences with explanations to OFP.

F. Quarterly, trading partner reconciliations will be completed by the Office of Financial Policy.

G. CLOSEOUT. After the order has been fulfilled, a final completion notice must be submitted to deobligate any remaining balances and close out the account. When reimbursements are earned, accounts receivables are posted for which VA will issue bills to the receivers. Any unused advanced funds will be returned to the receiving agency, no later than August 31st of the fiscal year prior to funds expiring.

110502 IntraVA COST-SHARING ARRANGEMENTS¹¹

A. A single VA organization will be designated as the manager for the cost-sharing arrangement to ensure that all documentation is completed and the costs are distributed and recorded appropriately. The managing office is not necessarily a participant.

B. The managing VA organization for a cost-sharing arrangement, as outlined in 110202.02C Reimbursable Agreements, will ensure that either the Treasury FMS Form 7600 or VA Form 2269 is completed as part of the documentation and processed properly. Prior to completion and approval of the reimbursable agreement, an initial estimate or change in estimate will be submitted to OB for inclusion in the apportionment request in accordance with section 110202.06B. The managing VA organization is also responsible for ensuring that the overall charges reconcile to the reimbursable agreement.

C. Each VA organization participating in the cost-sharing arrangement will enter into a written agreement using VA Form 2269¹² that outlines the following, at a minimum:

- Legal or statutory authority for the obligation, e.g., Economy Act or other authority
- Terms of the agreement, to include the portion or basis for the cost distribution
- Period of service
- Identification of funds to properly record expenditures or to transfer expenditures

D. Each VA organization participating in the cost-sharing arrangement will record its own obligation commensurate with the benefits and services received to cover its portion of the billing or contract of the reimbursable agreement. As expenditures (e.g., IPAC transactions or expenditure transfers) are posted, each VA organization is responsible for reconciling the charges with their costs associated with the overall reimbursable agreement.¹³

1106 DEFINITIONS

110601 Assisted Acquisitions. A type of interagency acquisition where a servicing agency performs acquisition activities on the requesting agency's behalf, such as awarding and administering a contract, task order, or delivery order.

¹¹ These are not medical cost sharing agreements, which are a type of reimbursable agreement. These are used to distribute expenditures to participating organizations in a Departmentwide initiative. Refer to 110202 I. above.

¹² Franchise Fund will use SLA or FA.

¹³ Reimbursements within the same appropriation may be transacted as an expenditure transfer in accordance with VA Volume II, Chapter 9, Expenditure Transfers.

110602 Buyer. The general term used for a trading partner that is purchasing goods and/or services for all types of intragovernmental activity. A buyer is also the requesting agency. Requesting agency is used specifically in the standard Interagency Agreement.

110603 Cost-Sharing Arrangement. A written agreement between VA (participating) organizations where departmental or overarching costs (in the form of a reimbursable agreement) are spread across the organizations. Each participating organization must have the authority to obtain the goods or services (legal authority) and funds available to incur an obligation. The costs must be identifiable and equitably distributable to each participating organization. The cost-sharing arrangement is the method used to identify the organizations, the benefits received, and the funds.

110604 Direct Acquisitions. A type of interagency acquisition where the requesting agency placed an order directly against the servicing agency's indefinite delivery contract. The servicing agency manages the indefinite delivery contract but does not participate in the placement or administration of an order.

110605 Medical Sharing Agreement ([38 U.S.C 8153](#)). The sharing of health-care resources between Department health-care facilities and any health-care provider, or other entity or individual. Medical sharing agreements may be executed with a commercial service or vendor by contract or other form of agreement. This chapter only applies to medical sharing agreements VHA may have with another Federal agency.

110606 Expenditure Transfers. The transfer of funds between appropriations that involve a withdrawal from one account and a credit to another account for goods or services received. The transfer applies equally to expenditures (1) from one Federal agency to another, (2) from one appropriation to another within the same agency and (3) to an inter-agency or intra-agency working fund. All transfers between Federal funds (general, special and non-trust revolving funds) and trust funds are also treated as expenditure transfers.

110607 Intra-Governmental Payment and Collection (IPAC) System. Treasury system that provides a standardized interagency fund transfer mechanism for Federal Program Agencies (FPA) and facilitates the intra-governmental transfer of funds with descriptive data from one FPA to another.

110608 Interagency Acquisitions. Procedures by which an agency needing supplies or services, the requesting agency, obtains them from another agency, servicing agency, by an assisted acquisition or direct acquisition. The term includes: (1) Acquisitions under the Economy Act (31 U.S.C. 1535); and (2) non-Economy Act acquisitions completed under other statutory authorities, (e.g. General Services Administration Federal Supply Schedules in subpart 8.4 and Governmentwide acquisition contracts (GWACs)).

110609 Interagency Agreement (IAA). A written agreement with another Federal agency to establish a reimbursable order for goods or services. The term includes acquisitions under 31 U.S.C 1535, commonly referred to as the Economy Act, Federal Supply Schedules above \$500,000, and Governmentwide acquisition contracts. The IAA is a communication tool between the buyer and seller and enables them to agree on the data elements and terms of the reimbursable transaction before business begins.

110610 Interagency Transaction. An acquisition term for an intragovernmental transaction where the servicing agency uses internal resources to support the requesting agency's requirement and is a reimbursable activity that requires an interagency agreement, but may not require contracting support.

110611 Intra-agency Agreement. Also known as an interservice agreement; it is a written agreement with another VA organization to provide goods or services.

110612 Nonexpenditure Transfer (NET). A transaction that does not represent payment for goods and services, but serves only to adjust amounts available in accounts. NETs do not appear in Treasury reports or in budget documents as receipts or expenditures and, therefore, do not affect the overall federal budget surplus or deficit.

110613 Reimbursable Agreements. Also known as a buy/sell activity; a contractual relationship under which a Federal agency may enter into an agreement with another Federal agency and accept funding from the entity as reimbursement for the cost of goods provided or services rendered. Reimbursable agreements are a type of Intragovernmental transaction.

1106014 Seller. The general term used for a trading partner that is providing goods and/or services for all types of Intragovernmental activity. A seller is also the servicing agency. The term "servicing agency" is used specifically in the standard IAA.

1107 RESCISSIONS

110710 OFP Vol I, Ch 11 Reimbursable Agreements, January 2012

1108 QUESTIONS

Questions concerning these financial policies and procedures should be directed as follows:

VHA	VHA CFO Accounting Policy (10A3A) (Outlook)
VBA	VAVBAWAS/CO/FINREP (Outlook)
All Others	OFP Accounting Policy (Outlook)]

1109 REVISIONS

Section	Revision	Office	Effective Date
110202.01C	Added clarification that program managers sign only for reimbursable agreements. Added explanatory footnote on MIPRs.	APS (047GA)	October 2014
110202.01E	Removed “Intra-governmental Payments and Collections System” so only “IPAC” acronym remains.	APS (047GA)	October 2014
Vol I Ch 11	Changed title to Intragovernmental Reimbursable Agreements.	APS (047GA)	October 2014
1101 Overview	Clarified scope	APS (047GA)	October 2014
110202	Reorganized to two sections – VA as Buyer and VA as Seller	APS (047GA)	October 2014
110201.01	Under VA as Buyer, added distinction for interagency transaction versus interagency acquisition; listed the required accounting elements	APS (047GA)	October 2014
110201.01C	Clarified requirement for Treasury Form 7600	APS (047GA)	October 2014
110201.01F-I	Added policy for payments, monthly and quarterly obligation review, and closeout for advances and obligations	APS (047GA)	October 2014
110201.02	Updated to GTAS, new Treasury System	APS (047GA)	October 2014
110201.2D	Clarified requirement for VA Form 2269	APS (047GA)	October 2014
110202.04	Added preference for IPAC	APS (047GA)	October 2014
110202.06	Added policy section for VA as Seller	APS (047GA)	October 2014
110406	Expanded role of program officials to address requirements as buyer and seller	APS (047GA)	October 2014
110501.01 & 110501.02	Reorganized procedures to reflect VA as Buying Agency and VA as Servicing Agency; moved procedures for Treasury Form	APS (047GA)	October 2014

	7600 to Appendix A		
110501.01C	Clarified use of obligation forms 1358 and 2237	APS (047GA)	October 2014
110502	Added IntraVA to title of Cost Sharing	APS (047GA)	October 2014
110601	Added definition for Assisted Acquisitions	APS (047GA)	October 2014
110604	Added definition for Direct Acquisitions	APS (047GA)	October 2014
110607	Added definition for Intra-Governmental Payment and Collection System	APS (047GA)	October 2014
110608	Added definition for Interagency Acquisitions	APS (047GA)	October 2014
110610	Added definition for Interagency Transaction	APS (047GA)	October 2014
Appendix A	Included procedures for completing the form	APS (047GA)	October 2014
Appendix B	Added updated 2269 Form	APS (047GA)	March 2016
Appendix C	Added place holder for Repository of Signed Agreements	APS (047GA)	October 2014

Guidance for completing Treasury FMS Form 7600

1. FMS Form 7600. This form contains sections on General Terms and Conditions (GTC) and Order Requirements and Funding Information. The Treasury FMS web site <http://www.fms.treas.gov/finstandard/forms.html> also contains detailed instructions for completing the IAA form.

a. The GTC is the partnership section of the Form 7600. It sets the relationship between the trading partners. It identifies the agencies entering into the agreement, the authority permitting the agreement, and the agreement action, period, and type. Each IAA must include one GTC. This section identifies the general terms and conditions that will govern the relationship between the requesting agency and servicing agency, including roles and responsibilities for both trading partners to ensure effective management of the agreement.

b. The order is the funding section that creates a fiscal obligation when the requesting agency demonstrates a bona fide need and provides the necessary product(s) or service(s) requirements; funding information is provided for both trading partners; and all required points of contact sign to authorize the order.

The order identifies the specific requesting agency requirements for the expected delivery of products and/or services by the servicing agency. This section identifies the roles and responsibilities for both trading partners to ensure effective management of the order and use of the related funds. Other information includes:

- Requesting and servicing agency points of contacts (POCs) and signatures, to include POC's contact information (phone number and e-mail address), authorizing, fiscal, funding, and program POCs, as needed (these may be the same person in some cases);
- Agreement number, order number, type of action: new, amendment, cancellation, project number;
- Type of agreement (must identify an assisted acquisition agreement), the authority, description of services, period of service, cancellation requirements, recurrence;
- Requesting and servicing agency roles and responsibilities;
- Funding information, including unit and total funding cost, trading partner information, TAS, expiration of funds; and
- Payment information: payment method and frequency, advances authorized.

APPENDIX B: VA FORM 2269, INTRA-AGENCY CROSS-SERVICING SUPPORT AGREEMENT

VA Forms Web site, <http://vaww4.va.gov/vaforms/>

 Department of Veterans Affairs					
INTRA-AGENCY CROSS-SERVICING SUPPORT AGREEMENT			PAGE	OF	PAGES
<i>NOTE: This form can also be used for IVA+FUND.</i>					
1. VA AGREEMENT NO. (Completed by FSC)			2. AGREEMENT PERIOD (MM/DD/YYYY)		
			START	END	
3. SERVICING ORGANIZATION INFORMATION					
ORGANIZATION NAME				MAIL ROUTING SYMBOL	
4. REQUESTING ORGANIZATION INFORMATION					
ORGANIZATION NAME				MAIL ROUTING SYMBOL	
5. TYPE OF ACTION			5. PROJECT TITLE		
<input type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CANCELLATION					
EXPLANATION FOR AMENDMENT OR CANCELLATION					
7. GENERAL TERMS AND CONDITIONS (Attach detailed description of specific support resources to be provided)					
8. FUNDING AND REIMBURSEMENT ARRANGEMENTS (Give complete information)					
8. STATUTORY AUTHORITY (Statutory Authority Title and Citation)					10. COST (Actual or estimated)
SERVICING ORGANIZATION		REQUESTING ORGANIZATION			
11. AGREEMENT POINT OF CONTACT					
SERVICING ORGANIZATION			REQUESTING ORGANIZATION		
NAME			NAME		
TITLE			TITLE		
ADDRESS			ADDRESS		
PHONE			PHONE		
EMAIL			EMAIL		
12. ACCEPTANCE BY BOTH PARTIES TO THE AGREEMENT (Signature of authorized officials)					
SERVICING ORGANIZATION			REQUESTING ORGANIZATION		
NAME			NAME		
TITLE			TITLE		
SIGNATURE		DATE	SIGNATURE		DATE
					

13. IFCAP TRANSACTION NO.		14. PURCHASE ORDER NO.		15. PAYMENT METHOD		16. BILLING FREQUENCY	
17. FUNDING INFORMATION							
SERVICING ORGANIZATION				REQUESTING ORGANIZATION			
AGENCY LOCATION CODE				AGENCY LOCATION CODE			
TREASURY ACCOUNT SYMBOL		BUSINESS EVENT TYPE CODE		TREASURY ACCOUNT SYMBOL		BUSINESS EVENT TYPE CODE	
STATION		BUDGET FISCAL YEAR		STATION		BUDGET FISCAL YEAR	
COST CENTER		BUDGET OBJECT CODE		COST CENTER		BUDGET OBJECT CODE	
REVENUE SOURCE CODE		ACC		ACC			
18. FUNDING OFFICIALS <i>(Signature of funding officials)</i>							
The Funds Approving Officials certify funds are accurately cited and can be properly accounted for. The Requesting Organization Funding Official signs to obligate funds. The Servicing Organization Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Organization.							
SERVICING ORGANIZATION				REQUESTING ORGANIZATION			
NAME				NAME			
TITLE				TITLE			
SIGNATURE		DATE		SIGNATURE		DATE	
19. GENERAL PROVISIONS (The following general provisions, as set forth below, apply to this agreement unless otherwise specified in the "Remarks" block below.)							
a. The requesting organization has determined that the applicability of Office of Management and Budget Circular A-76, Revised, was considered, as well as the requirements of FAR 17.502 and 17.503(a)(1) and (2).							
b. Direct and indirect actual costs will be charged for reimbursable work and services. If funds advanced to the servicing organization are more than the actual cost of performing the work or services, the difference will be returned. If an estimate is less than the actual costs incurred, the requesting organization agrees to pay for the actual costs incurred.							
c. This agreement or any of its specific provisions may be revised or amended only by the signature approval of the parties signatory to the agreement or by their respective official successors. Cancellation may be made upon 30 days written notice by either party, or their successors, to the other.							
20. REMARKS							
21. FINANCIAL SERVICES CENTER							
NAME				TITLE			
PHONE				EMAIL			
SIGNATURE				DATE			
The Financial Services Center ensures all required accounting information is complete and agreement is added to the centralized reimbursable agreement repository.							

These instructions are intended to explain the fields in VA Form 2269. Use VA Form 2269 for reimbursable agreements between organizations within VA. The [standard IAA form 7600 A & B](#) is the preferred form for reimbursable agreements with other federal agencies. All reimbursable agreements must be submitted to the centralized repository; contact vafscagreementrepository@va.gov for questions and to submit agreements.

Block No.	Field Name	Instructions/Description
1	VA Agreement No. [Required]	The VA Agreement Number is a unique number assigned by FSC. The number is shared by both the Servicing Organization and Requesting Organization and facilitates tracking the Intra-Agency Agreement throughout the life of the agreement.
2	Agreement Period [Required]	The Agreement Period identifies the period during which the Requesting Organization expects all orders to be completed by the Servicing Organization. An AGREEMENT becomes effective when both parties have signed the agreement form. Start Date (MM/DD/YYYY) is the date when the AGREEMENT will begin; this date must be on OR after the date the AGREEMENT is signed by both parties. End Date (MM/DD/YYYY) is the date when the IAA will end. All Orders must be completed with delivery of products and/or services and closeout activity. If "Cancellation" is checked in Block 5, enter the effective cancellation date as the End Date.
3	Servicing Organization Information [Required]	Enter the Servicing Organization's Name and Mail Routing Symbol in their respective fields.
4	Requesting Organization Information [Required]	Enter the Requesting Organization's Name and Mail Routing Symbol in their respective fields.
5	Type of Action [Required]	Select New if entering into a new AGREEMENT. Select Amendment if amending the AGREEMENT. Complete only the blocks required to explain the changes being made. An Amendment to the AGREEMENT requires official signatures of both Requesting and Servicing Organizations. Select Cancellation if the AGREEMENT is being canceled. Provide a brief explanation, and complete the End Date for when the VA AGREEMENT cancellation is effective. Use the Explanation for Amendment or Cancellation section to enter a brief description and/or reason for the change.
6	Project Title [Required]	Enter a title summarizing the purpose of the AGREEMENT.

Block No.	Field Name	Instructions/Description
7	General Terms and Conditions [Required]	Describe the General Terms and Conditions (GT&C) of the agreement. This section should describe the specific items or services requested by the Requesting Organization and supplied by the Servicing Organization. Applicable supporting documentation should be attached to the agreement. See VA Financial Policy Vol. I Ch. 11 Intragovernmental Reimbursable Agreements for more information.
8	Funding and Reimbursement Arrangements [Required]	Enter detailed information regarding the funding and reimbursement arrangements. This block is used with Blocks 14 & 15 to ensure specific arrangements are adequately documented to properly account for the activity. EXAMPLE: “[Receiving Organization] will obligate funds. VA Financial Services Center, on behalf of [Servicing Organization] will collect funds monthly per proportional share of invoice.”
9	STATUTORY AUTHORITY	
	Requesting Organization [Required]	Enter the authority allowing the Requesting Organization to purchase products and/or services from another VA organization. Use the most specific authority that authorizes the agreement; see VA Financial Policy Vol. I Ch. 11 Intragovernmental Reimbursable Agreements for more information.
	Servicing Organization [Required]	Enter the authority allowing the Servicing Organization to provide products and/or services to another VA organization and to be reimbursed. Use the most specific authority that authorizes the agreement; see VA Financial Policy Vol. I Ch. 11 Intragovernmental Reimbursable Agreements for more information.
10	Cost [Required]	Enter the actual or estimated cost of the agreement. The standard cost treatment is described in Block 18 item b., General Provisions. If the cost treatment of the AGREEMENT differs from the general provision, note the specific provisions in Block 19, Remarks.
11	Agreement Point of Contact [Required]	Enter the Name, Title, Address, Phone, and Email of the primary points of contact for the agreement.
12	Acceptance by both parties to the agreement [Required]	The authorizing official (AO) enters his/her Name, Title, Signature, and Date. The AO must have authority to enter the organization into a binding agreement.
13	IFCAP Trans No. [Required if applicable]	Enter the IFCAP Transaction Number (required if using IFCAP to obligate funds). The transaction number consists of the Station Number – Fiscal Year – Quarter – Control Point – Sequence Number found on the running balance in IFCAP.
14	Purchase Order No. [Required if applicable]	Enter the Purchase Order Number (PO No.). The PO No. is assigned in IFCAP and consists of the Station Number – an alphanumeric character – single digit year – four numbers.
15	Payment Method [Required]	Enter the payment method. EXAMPLE: Expenditure Transfer, Transfer of Disbursing Authority (TDA), IPAC

Block No.	Field Name	Instructions/Description
16	Billing Frequency [Required]	Enter the billing frequency. EXAMPLE: monthly, quarterly, or other.
17	Funding Information	
	Agency Location Code [Required]	Enter the Servicing and Requesting Organization's Agency Location Code (ALC). Note that both entities may share the same ALC. The ALC is an numeric symbol assigned by Treasury to Federal entities for reporting purposes.
	Treasury Account Symbol [Required]	Enter the Servicing and Requesting Organization's Treasury Account Symbol. The Treasury Account Symbol (TAS) is an identification code assigned by Treasury to an individual appropriation, receipt, or other fund account. All financial transactions of the Federal government are classified by TAS for reporting to Treasury and OMB. For more information refer to TAS FAQ: https://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/factsheet_tas.htm
	Business Event Type Code [Required for IPAC]	If applicable, enter the Servicing and/or Requesting Organization's Business Event Type Code (BETC). BETC is required when the Payment Method is IPAC. A BETC is a code that Treasury's Central Accounting Reporting System (CARS) uses to capture the type of activity, such as payments, collections, investments, etc. The most common BETCs for reimbursable activity are "DISB" for disbursement by Requesting Organization and "COLL" for collection by Servicing Organization. For more information refer to BETC FAQ: https://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/factsheet_betc.htm
	Station [Required]	Enter the Servicing and Requesting Organization's Station number Station Number is the official identification number for an organizational entity designated by the Secretary. For more information refer to VA Financial Policy Vol II. Ch. 1 VA's Accounting Classification Structure .
	Budget Fiscal Year [Required]	Enter the Servicing and Requesting Organization's Budget Fiscal Year.
	Cost Center	Enter the Servicing and/or Requesting Organization's Cost Center, if applicable. The cost center is a sub-organization where costs are incurred. A cost center is represented by a four-to-six digit code. For more information refer to VA Financial Policy Vol. XIII Ch. 1A Cost Centers Appendices A-F .
	Budget Object Code [Required]	Enter the Servicing and/or Requesting Organization's Budget Object Code (BOC). BOCs are used to record financial transactions according to the nature of services provided or received when obligations are first incurred. For more information refer to VA Financial Policy Vol. XIII Ch. 2A Budget Object Codes Appendices A-D .

Block No.	Field Name	Instructions/Description
	ACC [Required]	Enter the Servicing and/or Requesting Organization's Accounting Classification Code (ACC). The ACC is a nine character code defined in the Fund Control Point/Project Table in the financial system. For more information refer to VA Financial Policy Vol. II Ch. 1 VA's Accounting Classification Structure .
	Revenue Source Code	Enter the Servicing Organization's Revenue Source Code, if applicable. Revenue Source Code is a unique four digit code that defines revenue sources within different VA programs. For more information refer to VA Financial Policy Vol. II Ch. 1 VA's Accounting Classification Structure .
18	Funding Officials [Required]	The Funding Official enters his/her Name, Title, Signature, and Date. The Funds Approving Officials certify funds are accurately cited and can be properly accounted for. The requesting Organization Funding Official signs to obligate the funds. The Servicing Organization Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Organization.
19	General Provisions	The General Provisions apply to most AGREEMENTS. Provisions that differ from the General Provisions must be noted in Block 19, Remarks. Because General Provisions are of a legal nature, consider consulting with the Office of General Counsel before making changes.
20	Remarks	Enter any additional general information and exceptions to the General Provisions. Additional pages may be attached if more space is needed.
21	Financial Services Center [Required]	The Financial Services Center maintains VA's centralized repository of Reimbursable Agreements and ensures all accounting elements are properly captured to perform required accounting reconciliations. VA Financial Policy requires obtaining FSC's signature and submitting all Reimbursable Agreements to the centralized repository. Amended and Canceled agreements must also be signed by FSC and submitted to the centralized repository. Contact vafscagreementrepository@va.gov for questions and to submit agreements.

APPENDIX C: SIGNED AGREEMENT REPOSITORY

VA Financial Service Center (FSC) created an agreement repository to improve tracking and reconciliation between VA and its trading partners. After an agreement is signed by both parties, and a VA obligation established, or the VA entity is ready to provide services, the Finance activity will upload all related documents to the FASPAC web site as describe below.

A. Procedures to upload documents.

1. Login into the FASPC website (<https://vaww.faspac.fsc.va.gov>)

For access to the site, send an e-mail to VAFSC IPAC Processing mail group.

2. On the top menu bar, choose “Agreement Documents”.

3. Choose “Add Agreement”

4. Enter all required fields:

- IAA Agreement #
- Obligation number (VA Buyer)
- OGA_TAS by choosing the correct entry
- Advance Pay indicator
- Station
- Amount
- Account Number (OA/BOAC/TCN/etc.)
- Begin Date
- End Date
- Description – free text

5. Choose “Upload an Agreement” to upload all documents that relate to the interagency agreement, such as, 7600A, 7600B, MOU, MOA, SLA, 2269, occupancy agreements, GPO orders, etc. The system only permits one document per agreement. If there are multiple documents, they will need to be combined into one document to be uploaded.

SAMPLE SCREEN

The screenshot shows a web browser window with the URL <https://vawww.faspac.fsc.va.gov/AgreementDocu>. The browser title is "FASPAC". The page header includes the Department of Veterans Affairs seal on the left, the text "FASPAC" in the center, and version information "4.0 2014.0815.0 - August 2014", "Station: 104", and "Username: Waite, M" on the right. Below the header is a navigation menu with links for "Home", "Ipacs Initiated (FASPAC)", "Ipacs Received (FASFED)", "Automated Bills", and "Query Ipacs". A prominent blue button labeled "Add New Agreement Document" is centered below the menu. The main content area contains a form with the following fields: "IAA Agreement #:" (text input), "IAA Amendment #:" (dropdown menu), "Obligation Number:" (text input), "OGA_TAS:" (dropdown menu with "-- Choose TAS --"), "Agency Name:" (dropdown menu with "-- Choose Agency --"), "Advance Pay:" (dropdown menu), "Station:" (dropdown menu), "Amount:" (text input), "Account Number (OA/BOAC/TCN):" (text input), "Begin Date:" (text input with a calendar icon), "End Date:" (text input with a calendar icon), "Description:" (text area), and "Upload An Agreement:" (file upload field with a "Browse..." button).

B. Procedures to upload documents for an amendment.
Amendments should be sequentially numbered.

1. Follow the directions above, and complete fields:
 - IAA Amendment #
 2. Upload the document. The system only permits one document per amendment. If there are multiple documents, they will need to be combined into one document to be uploaded.
- C. Procedures to query the agreement document files.
1. On the top menu bar, choose “Agreement Documents.”
 2. Choose “Query Agreements Documents”
 3. Complete information screen, including:
 - IAA Agreement #
 - IAA Amendment #
 - Obligation number
 - OGA_TAS
 - Advance Pay
 - Station
 - Username
 - Amount
 - Account number
 - Begin Date
 - End Date
 4. Choose “Query for Agreements” to obtain a list of agreements.

SAMPLE SCREEN

The screenshot shows a web browser window with the URL <https://vaww.faspac.fsc.va.gov/Agree>. The page features the Department of Veterans Affairs seal on the left and the text "FASPAC" in large blue letters in the center. On the right, the version information is displayed: "Version: 4.0.2014.0815.0 - August 2014", "Station: 104", and "Username: Waite, M". Below this is a navigation menu with tabs: "Home", "Ipacs Initiated (FASPAC)", "Ipacs Received (FASFED)", "Automated Bills", and "Que". The main content area is titled "Agreement Documents" and contains a search form with the following fields: "IAA Agreement #:" (text input), "IAA Amendment #:" (dropdown menu), "Obligation Number:" (text input), "OGA_TAS:" (dropdown menu with "-- Choose TAS --"), "Agency Name:" (dropdown menu with "-- Choose Agency --"), "Advance Pay:" (dropdown menu), "Station:" (dropdown menu), "Username:" (dropdown menu with "-- Choose User --"), "Amount:" (text input), "Account Number (DA/BOAC/TCN):" (text input), "Begin Date:" (dropdown menu), and "End Date:" (dropdown menu). Below the search form are two buttons: "Query for Agreements" and "Clear Query". At the bottom of the page, there is a "Query Results" section and a footer with links for "Privacy", "Disclaimer", "Freedom of Information Act", "Webmaster", and "Version: 4.0.2014.815".