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BUREAU OF THE FISCAL SERVICE
FISCAL ACCOUNTING
INTER-AGENCY AGREEMENT TAS REQUEST

Questions/Comments; Email: baasgroup@fiscal.treasury.gov

BUREAU OF THE Fiscal Service U.S. DEPARTMENT OF THE TREASURY

IMPORTANT - SECTIONS 1 THROUGH 7 ARE MANDATORY

Date of Request:

1. Requesting Agency Information:

Name / Title:		
Agency Name:		
FS Org Name (Bureau):		
E-mail Address / Telephone #:		

2. IAA Performance Period: Beginning: Ending:

3. Specific Legal Authority:

4. Ordering Agency Treasury Account Information:

SP:	ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	Account Type:	Current Status:	Action Requested:
								Expenditure	Active	None

Account Title:

Fiscal Service Org Responsible for Account:

5. Performing Agency Treasury Account Information:

SP:	ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	Account Type:	Current Status:	Action Requested:
								Expenditure		

Account Title:

6. Business Justification (Purpose; Additional Information as needed):

7. Must have concurrence from both the ordering and performing agencies:

Ordering Agency:		**Performing Agency:**	
Agency Contact:		**Agency Contact:**	
Approval:		**Approval:**	

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INSTRUCTIONS PAGE

BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Insert date the Agency is preparing the request

1. Provide Agency and contact information for the person preparing the request

2. Provide the IAA's Performance Period beginning and ending dates.

3. Provide the Specific Legal Authority authorizing the requested action (either U.S. Code or Public Law with Statute "STAT" page)

4. Provide the Ordering Agency's Treasury Account Information:
   - "SP" - Sub-level Prefix (very rare, normally blank)
   - "ATA" - Allocation Transfer Account (for allocation accounts ONLY)(when needed, provide the 3-digit AID for the child agency)
   - "AID" - Agency Identification code (must be three digits)
   - "BPOA" "EPOA" - Beginning and Ending Periods of Availability (blank for "X" or "F" accounts)
   - "A" - Availability code (blank for accounts with a POA, otherwise either "X" for indefinite period of availability or "F" for clearing accounts)
   - "MAIN" - The 4-digit main account for the program
   - "SUB" - 3-digit point identification (default is 000 unless otherwise specified)
   - "Account Type" - Defaulted to "Expenditure"
   - "Current Status" - Defaulted to "Active" (if the Treasury Account is not active, the selection can be changed in the drop-down menu)
   - "Action Requested" - Defaulted to "None" (if the Treasury Account requires an action, the selection can be changed in the drop-down menu)
   - "Account Title" - Provide the account title for the Treasury Account listed
   - "Fiscal Service Org Responsible for Account" - Bureau that will report and maintain the account.

5. Provide the Performing Agency's Treasury Account Information (Note: Please refer to OMB Circular A-11, Section 130.9 for additional guidance):
   - "SP" - Sub-level Prefix (very rare, normally blank)
   - "ATA" - Allocation Transfer Account (for allocation accounts ONLY)(when needed, provide the 3-digit AID for the child agency)
   - "AID" - Agency Identification code (must be three digits)
   - "BPOA" "EPOA" - Beginning and Ending Periods of Availability (blank for "X" or "F" accounts)
   - "A" - Availability code (blank for accounts with a POA, otherwise either "X" for indefinite period of availability or "F" for clearing accounts)
   - "MAIN" - The 4-digit main account for the program
   - "SUB" - 3-digit point identification (default is 000 unless otherwise specified)
   - "Account Type" - Defaulted to "Expenditure"
   - "Current Status" - Select the current status of the Treasury Account in the drop-down menu
   - "Action Requested" - Select the requested action from the drop-down menu
   - "Account Title" - Provide the account title for the Treasury Account listed

6. Provide the business justification/reason for the requested action and any additional information as necessary to support the request

7. Provide ordering and performing agency's information and signature concurrence
   - Provide the Ordering Agency, contact name, and approval (typically will be a supervisor/manager level)
   - Provide the Performing Agency, contact name, and approval (typically will be a supervisor/manager level)