

# Finance and Funding Options

A quick review on how your agency can make financial arrangements to pay for printing and products through GPO

## Obligating Documents

- Standard Form 1 (SF-1)
- GPO Form 2511 Print Order
- SPA Work Order Form 4044
- Deposit Account (Printing and Binding) Form 4045

The SF-1 was revised in January 2014. Revisions were made due to:

- National Security** — To improve GPO processes concerning handling classified and sensitive but unclassified materials, in addition to other instances regarding the handling of Personally Identifiable Information (PII).
- Customer Focus** — To improve the billing processes by collecting more comprehensive billing information up front.
- Changing Technology** — To update the printing specification section based on current technologies.
- Mandatory Initiative** — To comply with the Department of Treasury Bureau of the Public Debt requirement in order to ensure timely processing.

To view the latest obligation forms and instructions on how to complete them go to:

<https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards>

## Billing Info Fields for Each Obligating Document

BILLING INFO Component BETC	BILLING ADDRESS CODE (BAC)*		AGENCY LOCATION CODE (ALC)			APPROPRIATION CHARGEABLE/OBLIGATION NO.					
	<input type="checkbox"/> PURCHASE CARD PURCHASE CARD NO. (Call for Card No.)      EXP. DATE      NAME AS IT APPEARS ON PURCHASE CARD      PHONE NO. OF CARDHOLDER										
	TAS* Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)	

- Billing Address Code (BAC)
- Agency Location Code (ALC)
- Appropriation Chargeable/Obligation No.
- Purchase Card Indicator Box
- Purchase Card No.
- Expiration Date
- Name As It Appears on Purchase Card
- Phone No. of Cardholder
- Treasury Account Symbol (TAS)
- Business Event Type Code (BETC)
- Line of Account/Document Reference Number

## Description for Each Billing Field

### Billing Address Code (BAC) \*

A unique 6-digit identifier assigned by the GPO. The BAC identifies the particular agency and is assigned to a single ALC. The BAC also provides information regarding the method of payment (IPAC, Check, Credit Card or Deposit Account).

### Agency Location Code (ALC)

Enter the 8-digit ALC for sending payments through the U.S. Treasury's Intergovernmental Payment and Collections (IPAC) system. The number is an identifier assigned by Treasury for reporting purposes.

### Appropriation Chargeable/Obligation No.

Funding reference information. If required by the ordering agency, enter the appropriation symbol number, expenditure account, allotment, object classification, bureau control number, etc. and/or state whether publication is required by specific provision of law, authorized by OMB, etc.

\* INDICATES REQUIRED FIELD.

### Purchase Card Indicator Box

Indicate by checking the Purchase Card box if the job will be funded by a purchase card instead of IPAC billing or Deposit Account.

### Purchase Card Number

Enter 16-digit purchase card number if paying by purchase card. The order may be submitted without the purchase card number; however, GPO must contact customer and obtain this information prior to order entry into GPO system. The order will not be processed until the obligating funds are identified.

### Expiration Date

Enter 4-digit (mm/yy) expiration date if paying by purchase card. Ensure the card will be valid on the requested delivery date.

### Name as it Appears on Purchase Card

Enter cardholder's name.

### Phone No. of Cardholder

Enter cardholder's phone number for contact purposes.

### Treasury Account Symbol (TAS)

TAS is an identification code assigned by Treasury Fiscal Service to agencies. All financial transactions of the Federal Government are classified by TAS for reporting to the Department of the Treasury and the Office of Management and Budget. As of October 1, 2014 all agencies will be required to report the TAS in the Component format.

### Business Event Type Code (BETC)\*\*

The BETC is a Treasury identification code that indicates the type of activity being reported.

### Line of Accounting (LOA)/Document Reference Number

Some agencies require a valid LOA on the invoice in order to reconcile their bills from GPO. If provided, the LOA will appear as an IPAC field on the billing statement (Form 400). The LOA is an identification code assigned by the agency doing business with the GPO.

\*\*Starting October 1, 2014 all agencies will be required by the Department of Treasury to submit their TAS in the Component Format. If your agency is currently a CARS Reporter then you must enter the Component TAS now.

## Intra-governmental Payment and Collection (IPAC)

- IPAC is an electronic Internet-based collection and payment system. It facilitates intra-governmental transfer of funds, with related descriptive data, from the buyer's account to the seller's account on a real-time basis.

The image shows two calendar grids. The first grid is for August, with the days of the week labeled Su, Mo, Tu, We, Th, Fr, Sa. The dates 5, 10, 15, and 20 are circled in red. The second grid is for November, with the days of the week labeled Su, Mo, Tu, We, Th, Fr, Sa. The dates 5, 10, 15, and 20 are circled in red. Red arrows point from the circled dates in the August grid to the corresponding dates in the November grid.

- IPAC is similar to a checking account where the Department of Treasury functions as the bank.
- GPO process IPAC transactions four times a month (5th, 10th, 15th, and 20th), these dates may vary when dates fall on the weekend or holidays. GPO usually does not IPAC past the 20th.

## Deposit Account

- Deposit Accounts allow customers to maintain control of funds at the appropriation level and virtually eliminate invoices from GPO.
- Funds are deposited into the account at the time of account establishment using either the IPAC system or by submitting a check with your Form 4045.
- GPO will assign a Deposit Account number. This account number will serve as the BAC number on your obligation documents.
- Customers replenish funds into the account as necessary to maintain desired account balance.
- Deposit Accounts allow customers to monitor transactions by logging into GPO's website. Deposit Accounts are updated daily to show all account activity such as; deposits, itemized charges for all completed printing orders, transfers between accounts, etc.
- Customers may open multiple Deposit Accounts. This is advantageous when multiple funding authorities are used. In addition, funds can be transferred between accounts allowing greater flexibility in the use of funds.

## Deposit Account Website

Effective Date  
  
E.g., 2014-03-25

And  
  
E.g., 2014-03-25

Printing & Binding

TXN Date	GPO Invoice	Jacket	Print Order Number	Requisition Number	Type	Amount	Running Balance
01/20/13	Starting Balance						27,203.02
01/20/13	1461110	372637	00077	2-03023	INV	-845.21	26,357.81
01/25/13	1461886	366130	00057	1-03033	INV	-1,071.71	25,286.10
01/25/13	1461885	366130	00051	1-03033	INV	-86.40	25,199.70
01/25/13	1461887	366130	00058	1-03033	INV	-424.20	24,775.50
01/25/13	1461891	372637	00094	2-03023	INV	-878.77	23,896.73
01/25/13	1461893	372637	00122	2-03023	INV	-670.02	23,226.71
01/25/13	1461897	372637	00129	2-03023	INV	-376.04	22,850.67
01/26/13	1462566	372637	00089	2-03023	INV	-687.92	22,162.75
03/25/14	Ending Balance						22,162.75

## How to Establish a Deposit Account

- Complete **GPO Form 4045**, Deposit Accounts (Printing and Binding).
- Check the 'Establishing a New Deposit Account' box and enter the 'New Deposit Account Amount \$\_\_\_\_\_':
- If using IPAC to transfer funds into the account enter the ALC along with agency's TAS-BETC.
- If paying by check, make checks payable to the "The Government Publishing Office", and mail it with the Form 4045.
- DOD Customers: There is a 'Special Note' field requiring MORP/MIPR information.
- Complete the fields for Agency Requestor's Information and Agency Finance Point-of-Contact Information.
- If your finance office requires Line of Accounting or any other pertinent

billing information that must appear on the invoice, enter this information in the 'Additional Information' field.

- Once form is completed and signed, email the **Form 4045** to: [arc@gpo.gov](mailto:arc@gpo.gov).

## Purchase Card

- Ensure when paying via purchase card that you clearly check the 'Purchase Card Indicator Box'.
- Although the payment method is purchase card, customers must include the agency's BAC. This is required in order for GPO to enter the procurement in our data processing system.
- Submit complete purchase card number, expiration date, name as it appears on the card, and a contact phone number of cardholder.
- If you indicate 'Call for Card No.' please complete the remaining purchase card fields so that GPO may contact the appropriate person to obtain the purchase card number. The

order will not be processed until the obligating funds are identified.

- Purchase card transactions are proceeded through Pay.Gov.

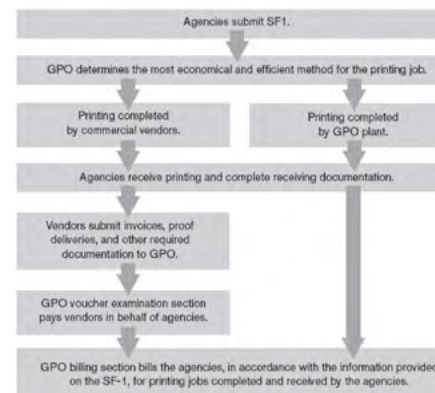
## Direct Billing

- Payments made via check.
- GPO issues invoice via mail.
- Checks are to be made payable to the "The Government Publishing Office". Mailed to: United States Government Publishing Office, Finance Disbursement Office, 732 North Capitol Street, NW, Washington, DC 20401
- In order for proper processing, always include the GPO invoice number for which payment is to be applied and the invoice dollar amount.
- Encourage agencies to send a photocopy of the invoice, in which payment is being made, along with the check.

## Establishing a New BAC

- Complete the Billing Address Code (BAC) Request, **GPO Form 4046**.
- Indicate the method of payment that will be used to pay invoices charged to the new BAC, either IPAC or Non-IPAC (check or credit card).
- Ensure that all fields are completed properly, including ALC for IPAC, TAS-BETC, Agency Requestor's Information, Agency Finance Point-Of-Contact, and, if required, Line of Accounting.
- The form must be signed by the individual who is authorized by the agency to request a new BAC, include the title of the authorizing individual.
- Email the digitally scanned form to the Commercial Billing Section at [requestnewbac@gpo.gov](mailto:requestnewbac@gpo.gov).
- GPO will contact the agency within 3 business days with the new BAC.

## GPO Billing Process



## Contact Information

GPO's objective in sharing this information is to keep our valued customers informed.

If you have any questions pertaining to this presentation, please contact the

GPO Customer Account Division

**202.512.0626**  
[CAD@gpo.gov](mailto:CAD@gpo.gov)



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