

REIMBURSABLE AGREEMENT REQUEST

New Request

Amendment
(Specify existing agreement number): FSIS-RA-

SECTION I (To Be Completed By Program Office)

Requesting Program Office: (Include full address)

Program Office Technical Point of Contact:	Title:	Phone Number: (1234567890)
Agreement Amount Requested:	Budget Object Code (BOC):	Accounting Program Code:

Description: (Provide a short description of the work to be performed)

NOTE: The following documents must be attached to avoid delays in processing this request: Statement of Work (SOW) and FSIS 1210-10.

Requesting Agency:	Agency Location Code (ALC)/Vendor Code:
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Requesting Agency Address:

Receiving Agency Point of Contact:	Phone Number: (1234567890)	Fax Number: (1234567890)
Receiving Agency Finance Person:	Finance Phone Number: (1234567890)	Finance E-mail: (firstname.last@usda.gov)

I certify that the above items are necessary for use in the public service. ➡

Signature of Authorized Receiving Agency Representative:	Date: (mm/dd/yyyy)
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SECTION II (To Be Completed By Budget)

Order Number: FSIS-RA-	RQ Number:	BOC Verification:	Program Code Conversion Number:
Verified By: (Analyst's Signature)			Date: (mm/dd/yyyy)
Funds Certified By: (Signature)			Date: (mm/dd/yyyy)

SECTION III (To Be Completed By CFO)

Performing Agency Approval: (Signature and Title)	Date: (mm/dd/yyyy)
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SECTION IV (To Be Completed By Finance)

M1 Number:	Performing CAN Number:	Receiving CAN Number:	Program Code Verification:
Provided By: (Signature)			Date: (mm/dd/yyyy)

After Finance has completed the RA they will send a copy to the performing agency, the program office, and ASD.