



Intra-Governmental Agreement Completion Report

(NOTE: An IAA bi-lateral modification is required from both agencies the Buyer to de-obligate unused authority if the agreement is still in effect.)

Intra-Governmental Agreement Buyer # _____

Seller Account Data: _____

To be certified by the Program Office:

Final Amount Obligated by Buyer, all Fiscal Years: \$ _____

All requested goods and or services have been provided to the Buyer as of (date) __/__/____.

All costs incurred have been recorded to the project account, including all payroll, vehicle, purchase card, and procurement charges.

Final project amount: \$ _____ Unused authority: \$ _____

Seller Technical Point of Contact Name & Title: _____

Phone number: _____ Date: _____

Please forward to the Seller's budget office or representative.

To be certified by the Seller's Budget Office Representative:

There are no outstanding obligations or commitments on this project.

The Servicing Agency has billed all expenditures and received payment.

Final billed amount: \$ _____

(NOTE: No additional costs may be incurred after final notification to the Buying agency.)

Seller Budget Representative name: _____

Phone number: _____ Date: _____

After completion of this form provide a copy to the administrative contacts for both the Buyer and Seller.