

## What Must Be Obligated?

Type of Transaction	What is the required documentation/backup?	Comments
<b>Non-Government Vendors</b>		
Agreements: Cooperative Agreements Grants (including Federal Aid) Private Land Agreements Wildlife Ext. Agreements	Signed agreement	Federal Aid Grants are processed through the Federal Aid Interface.
Charge Card transactions \$2,500 and greater	Signed purchase order for transactions over \$2,500	Actual vendor number is the vendor. Bank of America is the alternate payee. Purchase orders must be issued for any transaction over \$2,500. The charge card may be used for payment.
Contract	Signed contract	
Delivery/Task Orders issued against Service contracts, GSA Federal Supply Schedule, BPA's or other awards	Signed Delivery Order if amount is over \$2,500	Individual transactions over \$2,500 <b>require</b> a signed delivery order and the order is to be obligated into FFS.  Blanket purchase orders under \$2,500 per call or per individual transaction <b>DO NOT</b> require a signed delivery order. The order is NOT to be obligated into FFS and is paid non-referencing.
Government Bill of Lading (GBL)	Signed purchase order	Obligated/paid by the National Business Center (NBC).
Land payments	Grant or Easement	
Contract Modifications	Signed Modification Document (such as an SF-30, Amendment of Solicitation/Modification of Contract)  Signed undelivered orders (UDO) report	Funding Change Increase or decrease > \$100 always requires a contracting officer's approval and signed documentation.  Increase or decrease < \$100.01 at any point up to receiving the final invoice requires a contracting officer's approval and signed documentation.  NOTE: When making a final payment in FFS (against the entire order and not just against one accounting line), if the funding change is \$100 less or \$100

		<p>greater, there is no need to do a batch modification in FFS or in IDEAS. There is no requirement to obtain a written modification document such as an SF 30 from a warranted contracting officer.</p> <p>This \$100 threshold also applies when working the quarterly UDO report to clean up final balances left on the UDO after the final invoice was processed.</p> <p>Change to any section of the accounting cost structure (BFY, Subactivity, Project Number, BOC, or ABC), even with a net dollar change of zero, requires a contracting officer's approval and signed documentation.</p>
PCS Travel	PCS Travel Authorization	Obligated/paid by NBC.
Purchase Order	Signed purchase order	This includes purchase orders where payment is made by charge card. The exceptions are Blanket Purchase Agreements since there is no amount identified on the agreement.
Recurring Purchase Order	Signed purchase order	Obligated/paid by NBC.
Contract ratifications	Authorization letter	Obligated/paid by NBC.
Training Form (SF-182)	Signed SF-182	Only up to \$25,000. A contract is needed for training above \$25,000.
<b>Government Vendors</b>		
Government Printing Office (GPO)	<p>GPO Form-2511, Print Order, or SF-1, Printing and Binding Requisition to the Public Printer, if paid through IPAC</p> <p>Purchase Order if over \$2500 and paid through charge card. It is pending as to whether the SF-2109 can be used as backup documentation for charges over \$2,500.</p>	<p>If paid through IPAC, obligate all dollar amounts.</p> <p>If paid through charge card, obligate only if over \$2,500.</p>

GSA Advantage only if over \$2,500	<p>Purchase order</p> <p>It is <b>Pending</b> as to whether the SF-2109 can be used as backup documentation for charges over \$2500.</p>	Paid through charge card.
GSA Reimbursable Work Agreement (RWA)	Signed RWA	
GSA Motor Vehicle Purchase (FO document)	Electronic order through Auto Choice	FEDSTRIP orders other than purchase of motor vehicles are <b>not</b> to be obligated.
Intra Governmental Transactions	<p>Signed Agreement by a level 3 or 4 contracting officer.</p> <p>There are some exceptions; such as when the charge card is used.</p>	If the Service is the BUYER and there is an agreement in place, the agreement must be signed by a Level III or IV contracting officer. When the Service is the SELLER, the agreement must be signed by an authorized Service employee.
Office of Aircraft Services	OAS-2, OAS-23	Email estimate received from field station is LAST resort.

## What Must Not Be Obligated?

Type of Transaction	Comments
Blanket Purchase Agreements or Delivery Orders against Blanket Purchase Agreements when the individual transaction or individual call is < \$2,500	FWS does not do commitment accounting.
Charge Card Micropurchases < \$2,500	
GPO orders < \$2,500 <u>AND</u> paid by charge card	
GSA Advantage < \$2,500	
GSA FEDSTRIP (other than the purchase of motor vehicles)	<b>Pending</b> -will be revisited FY 2004.
GSA Motorpool	<b>Pending</b> -will be revisited FY 2004.
GSA Telephone	FWS does not do commitment accounting.
MCAs	
MOU (Memo of Understanding)	
OPM investigations	
Payroll	Accruals are automatically created during payroll postings.
Postal Charges	DFM/WO does a high-level obligation.
SF-1164s, Claim for Reimbursement for Expenditures on Official Business	
SF-2109s	Requires a signed purchase order, a signed contract, or a signed agreement. The only exception is when making a micropurchase (under \$2,500) with the charge card. A 2109 is required (may use a blanket 2109) for the charge card micropurchases, but no other backup is required.
Settlements	
TDY Travel	
Tort Claim	
Unsigned purchase orders, contracts, agreements, and modifications	<b>This is not proper or legal.</b>
Utilities	FWS does not do commitment accounting. A signed purchase order or agreement is required to be entered into IDEAS per the FAR. The purchase order may be for a period of up to 10 years and does not require individual calls to be entered into IDEAS. Payments are processed as non-referencing.