

**UNITED STATES GOVERNMENT
GENERAL TERM & CONDITIONS (GT&C)
INSTRUCTIONS for FS Form 7600A**



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity - In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

G-Invoicing Required Fields have an (*)

https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm

NEW OR MODIFIED GT&C		
Header	*General Terms and Conditions (GT&C) Number	The unique agreement number that must be established between the Requesting Agency and Servicing Agency which will track each GT&C from the origination through the completion or termination. This is a 20 character value within the G-Invoicing application. Example: AYYMM-(Req. AID)-(Serv AID)-6 digit sequential #
	*Modification Number	The unique number that identifies a modification to the GT&C. The modification number is added to the end of the GT&C number after the decimal. This incrementally increases after each modification. Note: For a new GT&C, the modification number will be 0. Authorization of a modification to the GT&C requires approvals by both the Requesting and Servicing Agencies.
	*Status	Select the current status of the GT&C from the drop-down selection box.
DEPARTMENT AND/OR AGENCY INFORMATION		
1.	*Agency Account Name	Enter the G-Invoicing Agency Account Name that is used for this GT&C.
	*Agency Location Code (ALC)	This is the unique identifier for a federal agency buying/selling goods and/or services. An ALC is an identifier for an accounting office within an agency that reports disbursements and collections to Treasury. Enter the 8 digit ALC.
	*ALC Description	This is the description of the ALC for a federal agency buying/selling goods and/or services.
	*Group Name	Enter the unique name for the selected organizational group.
	*Group Description	Enter the description that is associated with the group name.
	Cost Center	Cost Center is an organizational filter within G-Invoicing to appropriately filter access to the documents within G-Invoicing. If using multiple Organizational filters, please separate each with a comma.
	Business Unit	Business Unit is an organizational filter within G-Invoicing to appropriately filter access to the documents within G-Invoicing. If using multiple Organizational filters, please separate each with a comma.
	Department ID	Department ID (Identifier) is an organizational filter within G-Invoicing to appropriately filter access to the documents within G-Invoicing. If using multiple Organizational filters, please separate each with a comma.

GT&C AGREEMENT INFORMATION		
2.	GT&C Title	Enter a title for the GT&C. This field is used to help identify a GT&C because it does not have to follow a standard format and can be named anything.
3.	Agency Agreement Tracking Number	The internal tracking number for the GT&C. This number is generated and maintained by each Agency's internal system. Note: Many Agencies use this number as a reference in their systems to quickly identify a GT&C if issues need to be analyzed and resolved.
4.	*Agreement Period	Agreement Start Date - Enter the date (yyyy/mm/dd) when the GT&C will begin. Agreement End Date – Enter the date (yyyy/mm/dd) when the GT&C will end.
5.	Termination Days	Enter the number of days the GT&C requires written notice for termination by either the Requesting Agency or Servicing Agency.
6.	*Agreement Type	Identifies whether this GT&C will support one (Single) Order or more than one (Multiple) Orders. Select the 'Single Order' checkbox if this is a one-to-one relationship in which there is only one Order for the GT&C. Select the 'Multiple Orders' checkbox if this is a one-to-many relationship in which there is more than one Order for the GT&C.
7.	*Advance Payment Indicator	Identifies whether Advance Payments are allowed for the Order(s) supporting this GT&C. Select the 'Yes' checkbox if Advance Payments are allowed for any or all of the subsequent Order(s). Note: If 'Yes' is selected, the Requesting Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C. Select the 'No' checkbox if Advance Payments are not allowed for the subsequent Order(s).
8.	*Assisted Acquisition Indicator	Identifies whether the GT&C will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Select the 'Yes' checkbox if the GT&C will accommodate Assisted Acquisitions. Note: If 'Yes' is selected, items 17 and 18 may be completed to provide further detail. Select the 'No' checkbox if the GT&C will not accommodate Assisted Acquisitions.
ESTIMATED AGREEMENT AMOUNT		
9.	Total Direct Cost Amount	Enter the total agreed-upon direct cost amount for providing the products and/or services. Note: This amount must be greater than or equal to \$0.00
	Total Overhead Fees and Charges Amount	Enter the total agreed upon overhead fees and charges for providing the products and/or services above and beyond direct costs.
	*Total Estimated Amount	Enter the sum of the total direct cost amount plus the total overhead fees and charges.

	* Enforce Total Remaining Amount	Identifies if G-Invoicing should enforce the total value of orders to remain below the Total Amount on the GT&C. If "Yes" is selected, G-Invoicing will not allow Order total to exceed the GT&C total.
ADDITIONAL AGREEMENT INFORMATION		
10.	Explanation of Overhead Fees and Charges	This is a general explanation of how the overhead fees and charges are calculated. This provides helpful information to the Requesting Agency on the cost of the overhead/fees which they are required to pay within their reimbursable agreement, especially if an agency cannot specifically break out the fees from the direct costs.
11.	Requesting Scope	Enter the high-level scope of the work to be performed under this GT&C for all related Orders. Specific details about what is being purchased and related funding is captured on each Order.
12.	Requesting Roles	Enter the respective roles and responsibilities that the Requesting Agency must carry out to ensure the effective management and fulfillment of GT&C requirements.
13.	Servicing Roles	Enter the respective roles and responsibilities that the Servicing Agency must carry out to ensure the effective management and fulfillment of GT&C requirements.
14.	Restrictions	Enter the unique requirements and/or mission specific restrictions related to the GT&C.
15.	Assisted Acquisition Small Business Credit Clause	Note: This is a static text field that does not require data entry.
16.	Disputes	Note: This is a static text field that does not require data entry.
17.	Requesting Assisted Acquisitions	Enter the Requesting Agency's lists or references of organizations (Offices, Bureaus, Divisions, etc.) that are authorized to request acquisition assistance for the GT&C.
18.	Servicing Assisted Acquisitions	Enter the Servicing Agency's lists or references of organizations (Offices, Bureaus, Divisions, etc.) that are authorized to request acquisition assistance for the GT&C.
19.	Requesting Clauses	Enter any additional Requesting Agency provisions of the agreement. This field is used to capture more detail for the GT&C.
20.	Servicing Clauses	Enter any additional Servicing Agency provisions of the agreement. This field is used to capture more detail for the GT&C.
21.	Agency Additional Information	Additional optional information related to this GT&C.
MODIFY GT&C		
22.	Modification Comments (If Applicable)	Enter an effective modification date for the GT&C (yyyy/mm/dd) Enter any comments associated with why the GT&C has been modified.
CLOSE GT&C		
23.	Closing Comments (If Applicable)	Enter an effective closing date for the GT&C (yyyy/mm/dd) Enter any comments associated with why the GT&C has been closed.

REJECT GT&C

24.	Rejection Comments (If Applicable)	Enter an effective rejection date for the GT&C (yyyy/mm/dd)
		Enter any comments associated with why the GT&C has been rejected.

PREPARER INFORMATION

25.	*Preparer Name	Enter the name of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.
	*Preparer Phone	Enter the phone number of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.
	*Preparer Email	Enter the email address of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.

AGREEMENT APPROVALS

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).

REQUESTING/SERVICING INITIAL APPROVALS

26.	*Approver's Name	Enter the name of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Signature	This is the actual signature of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	Title	Enter the title of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Email	Enter the email of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Phone	Enter the phone number of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	Fax	Enter the fax number of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Date (yyyy/mm/dd)	Enter the date the Requesting/Servicing Agency's official Initial Approver signed the GT&C.

REQUESTING/SERVICING FINAL APPROVALS

27.	*Approver Name	Enter the name of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Signature	This is the actual signature of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	Title	Enter the title of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Email	Enter the email of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Phone	Enter the phone number of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	Fax	Enter the fax number of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Date (yyyy/mm/dd)	Enter the date the Requesting/Servicing Agency's official Final Approver signed the GT&C.