

| BLM Form 1681-3 (Rev 8/13/03) IntraGovernmental Order (IGO) REQUIRED DATA ELEMENTS  |  |   |  |
|---|--|---|--|
| <b>TO BE USED BY BOTH THE BUYER &amp; SELLER (includes IPAC data fields)</b>  |  |   |  |
| <b>BUYER (Requesting Agency) Obligates funds. SELLER (Servicing Agency) Collects costs and bills.</b>                                     |  |   |  |
| <b>This form may be used to verify, at the beginning of each Fiscal Year, the amount of "Carryover" funds available to bill against.</b>  |  |   |  |
| *RI* Denotes Required Field in IPAC *RB* Denotes Required Field by BLM *I* Denotes IPAC Field **Business Rules A-1 ***Business Rules A-2) |  | ! Field contains dropdown list  | ! Field contains dropdown list   |
| <b>Gr #</b>   | <b>Pertinent Information</b>   | <b>BUYER</b>  | <b>SELLER</b>  |
| 1   | Agency Name:   |   |  |
| 2   | Agency Address (line 1) (from BPN)   |   |  |
| 3   | Agency Address (line 2) (from BPN)   |   |  |
| <b>Point of Contact (POC):</b>  |  | <b>BUYER</b>  | <b>SELLER</b>  |
| 4   | Technical POC: (Name & Title)  |   |  |
| 5   | Technical POC: (Address)   |   |  |
| 6   | Technical (Phone #, Fax #, Email address)  |   |  |
| 7   | Administrative POC: (Name & Title)   |   |  |
| 8   | Administrative POC: (Address, Office Code)   |   |  |
| 9   | Administrative POC: (Phone #, Fax #, Email)  |   |  |
| 10  | Project Title and Description of Work:   |   |  |
| 11  | Delivery Address* (if different than in BPN)   |   |  |
| 12  | Order Date*  |   |  |
| 13  | Agreement Start Date   |   |  |
| 14  | Agreement End Date   |   |  |
| 15  | Fiscal Year (of funded amount) Fiscal Period*  |   |  |
| 16  | Funding Authorization expires*   |   |  |
| <b>Billing Data</b>   |  | <b>BUYER</b>  | <b>SELLER</b>  |
| 17  | Treasury Account Symbol Appropriation** (TAS)  | 14x1109   | 14x1125  |
| 18  | Agency Location Code (ALC)   | 14-11-0008  | 14-11-0008   |
| 19  | Receiver Department Code=1st 2 digits of ALC except military                                   |   |  |
| 20  | Standard General Ledger*** Account (SGL)   |   |  |
| 21  | Business Event Type Code (BETC)  |   |  |
| 22  | DUNS number. (If DOD use DODAAC No.)   |   |  |
| 23  | DUNS + 4 (if applicable)   |   |  |
| 24  | Obligating Document Number (Order No.*/IGO#**)   |   |  |
| 25  | Purchase Order Number (IA # ***)   |   |  |
| 26  | Modification No.   |   |  |
| 27  | Requisition Number   |   |  |
| 28  | Contract Number  |   |  |
| 29  | Contract Line Item Number (CLIN) (Line No.*/**)  |   |  |
| 30  | Qty, Unit, Unit Cost, Line Total / Line Amount   |   |  |
| 31  | Account Classification Number (Program Activity**/**) Accounting Classification Reference Code | (FORMAT for Buyer=Org Code(Funding Org**/)**Obligation Mo/Yr* (Fiscal Period*)(by FY) Subactivity Program Element Project Code Budget Object Class (Object Class Code*) Cost Center*=Buyer's Organization Office Code) XXXXX xx xx XXXX xx XXXX xxx | FORMAT for SELLER=Org Code(Funding Org*) Mo/Yr* (Fiscal Period*)(by FY) Subactivity Program Element Project Code Budget Object Class (Object Class |
| 32  | Revenue/Profit Center  | * (Org code that earned revenue)  |  |
| 33  | (ACT) Trace Number   |   |  |
| 34  | JAS Number   |   |  |
| 35  | Fiscal Station Number  |   |  |
| 36  | DOD Activity Address Code  |   |  |
| 37  | Capital Asset Indicator* (Yes/No)  |   |  |
| <b>Payment Terms</b>  |  | <b>BUYER</b>  | <b>SELLER</b>  |
| 39  | Within 10 days of incurred costs   | (Qtrly/Monthly/Semi-annually/Upon delivery (specify only one*))   | (Qtrly/Monthly/Semi-annually/Upon delivery (specify only one*))NOTE: BLM bills monthly.  |
| <b>Funding Information (Total All Years)</b>  |  | <b>BUYER</b>  | <b>SELLER</b>  |
| 40  | Obligation Amount (this action)  |   | \$0.00   |
| 41  | Previous Obligation Amount: (info only)  |   | \$0.00   |
| 42  | Total Obligation Amount (Total Amount*)  |   | \$0.00   |
| <b>Annual RWA Authorization</b>   |  | <b>BUYER</b>  | <b>SELLER</b>  |
| 43  | Carryover Funding-Fiscal Year(s)   |   | \$0.00   |
| 44  | Original Funding - Current Fiscal Year   |   | \$0.00   |
| 45  | Prior Modifications - Current Fiscal Year  |   | \$0.00   |
| 46  | New Modification (number and amount)   |   | \$0.00   |
| 47  | Total Authority for Billing Current Fiscal Year  |   | \$0.00   |
| 48  | Fee/OH Rate being assessed by Seller   | (Buyer to incl. in obligated amount)  | 0%   |