

QUICK REVIEW GUIDE FOR PROCESSING IGOs

<u>IDEAS PURCHASE REQUEST</u>	<u>JUSTIFICATION OR DETERMINATION & FINDING</u>	<u>IGO ARTICLES</u>	<u>COORDINATION</u>
DESCRIPTION OF SERVICES/GOODS TO BE ACQUIRED	LEGAL AUTHORITY (Economy Act, Service First, or other)	PROJECT TITLE AND OBJECTIVE (Provide description and end purpose of services/goods required)	NEGOTIATE SERVICES OR GOODS TO BE RECEIVED WITH SELLING AGENCY
PERIOD OF PERFORMANCE	DURATION (not to exceed 5 years)	STATEMENT OF WORK AND REPORTS (Describe work required and identify reports needed, if any)	MONITOR PERFORMANCE
BUDGET APPROVAL	ANTICIPATED COSTS (for current funding period and for the life of the agreement)	FINANCIAL ARRANGEMENTS (Ensure this section is accurate and complete)	APPROVE PAYMENTS
	COMPLETE JUSTIFICATION (either Economy Act Determination with template included as Attachment 2-1, or other than EAD justification following suggested format included as Attachment 3-	SUPPORTING PAYMENT DOCUMENTATION (Documents that supports the charges for the current IPAC billing cycle, to be used to verify that BLM has received IGO services/goods. An example is a timesheet or printout from system)	NOTIFICATION OF FINAL BILLING WHEN ALL IGO SERVICES/GOODS ARE RECEIVED

	1.)	similar to the BLM's MIS.)	
SUPERVISOR APPROVAL (Routing of electronic PR in accordance with your local routing procedures and guidelines.)			