Appendix B
Required Data Elements for Intragovernmental Orders

Required Order Data Elements	Description
Order Date	Calendar date that the order was placed (mm/dd/yyyy format)
Order Number	Document number that references a specific purchase transaction
Interagency Agreement Number	Number to which this specific purchase is to associated
Customer Agency	DUNS number for the site placing the order
Delivery Address	Delivery location if different from address registered with the DUNS number
Providing Agency	DUNS number for the cost center filling the order
Agency Location Code	The customer's ALC is to be included in the agreement
Line Number	Sequential number to differentiate among items when multiple items are ordered
Supply/Service	Description of supplies/services ordered
Quantity	Quantity ordered
Unit Cost	Cost of individual unit
Line Total	Unit cost times quantity in dollars/cents
Total Amount	Total of all line totals
Authorizing Official	Electronic (certified) signature of authorizing official
Payment Terms	Monthly/Quarterly/Semi-Annually/Annual (select only one option)
Ordering Point of Contact	Name of individual to contact for questions about the order
POC Phone	Phone number of ordering point of contact
E-Mail	E-mail address of ordering point of contact
Program Activity	Code/indicator to identify the major program/mission for which the order is required.
Obligation month and year	Month and year in which the obligation was recorded. (mm/yyyy format)
Appropriation	Appropriation symbol that will be charged for the purchase
Funding Organization	Code/indicator for organizational entity that is funding the purchase (This is the spending allocation that will be charged.)
Cost Center	Code/indicator for organizational entity that will be using the item purchased to execute the program/mission activity identified above
Object Class Code	Spending category that describes the goods/services purchased
Fiscal Period	Fiscal month/accounting period of date purchase transaction was recorded (mm/yyyy format)
Capital Asset Indicator	Yes/No indicator to specify whether item purchased will be capitalized by the ordering (buying) agency