

Appendix C
Required Data Elements for Intragovernmental Bills

Required Order Data Elements	Description
Bill Date	Calendar date of Bill (mm/dd/yyyy format)
Bill Number	Document number of bill
Intragovernmental Order Number	Document number that references the buyer's specific intragovernmental order
Interagency Agreement Number	Number of document that corresponds with the interagency agreement associated with the order and bill
Agency Location Code	The customer's ALC is to be included on the bill
Customer Agency	DUNS number for the site location placing the order
Providing Agency	DUNS number for the cost center fulfilling the order
Line Number	Line number of bill i.e., the Line Number on the intragovernmental order (CLIN on IPAC bills).
Unit Cost	Cost of individual unit for a given line
Line Amount	Quantity delivered times the unit cost
Total Amount	Total amount of all lines on the bill
Partial/Final Indicator	Enter "F" if bill represents final bill against the intragovernmental order. For interim bills enter "P"
Settlement Date	Last date to make fund transfer before penalty charges apply.
Delivery point of contact	Name of individual to contact for questions about the bill
Delivery phone	Phone number of delivery point of contact
E-Mail	E-mail address of delivery point of contact
Program Activity	Code/indicator to identify the major program/mission for which the order is required.
Period of Performance	Beginning and ending period that the bill covers. Ending period can be the same as the beginning period. (mm/yyyy/mm/yyyy format)
Revenue Fiscal Period	Fiscal month/accounting period the charges were incurred on the agreement (mm/yyyy format)
Bill Fiscal Period	Fiscal month/accounting period the bill was recorded. (mm/yyyy format)
Appropriation	Appropriation symbol that will receive the transfer of funds
Funding Organization	Code/indicator for organizational entity that is funding the purchase (this is the spending allocation that will be charged)
Revenue/Profit Center	Cost center where the revenue will be recorded
Inventory/Asset Indicator	Enter "I" if goods sold from inventory; enter "A" if asset; enter "9" if neither