



Getting Started with GSA FAS Assisted Acquisition Services (AAS) 7600A - General Terms and Conditions

A Client Quick Reference Guide to Completing the 7600A Form

Note: GSA FAS AAS has not yet implemented the G-Invoicing system. All interagency agreements will be executed using Treasury forms 7600A, 7600B, and supporting documents.

1. You (the buyer, the requesting agency) will need the following information:

What you'll need to fill in the 7600A:	What is it?
Your Interagency Agreement tracking number (optional)	<i>This is any internal tracking number that you want to be applied to this document. We (AAS) do not use this information, but you can use it to discover your Interagency Agreement when searching in ASSIST.</i>
Your Group Name <i>Someone will need a Treasury G-Invoicing account to find the available groups for your agency.</i>	<i>You'll need to ask your finance office for this one. The Department of Treasury is introducing a new hierarchical structure for all federal agencies for their G-Invoicing system. Your finance office has likely established a list of Groups for your agency. You'll need to select the Group that you belong to and provide that, even though we have not yet adopted G-Invoicing.</i>
Your Agency Location Code (ALC) <i>Someone will need a Treasury Shared Accounting Module (SAM) account to find the available ALCs for your agency.</i>	<i>You'll also need to get this from your finance office. It is another Treasury classification system. This used to be provided on the obligating document (for example, MIPRs, PRs, etc.) but is now required on the GT&C.</i>
Your Subordinate Groups (optional)	<i>Same as "Group" above, but these would be additional entities on that list that could create potentially obligate funds (via 'Orders') under this GT&C.</i>
Your Cost Center (optional)	<i>This is an internal financial classification number that you may want to be applied to this document. We (AAS) do not use this information. Your finance office may provide one.</i>
Your Business Unit (optional)	<i>This is an internal financial classification number that you may want to be applied to this document. We (AAS) do not use this information. Your finance office may provide one.</i>
Your Department ID (optional)	<i>This is an internal financial classification number that you may want to be applied to this document. We (AAS) do not use this information. Your finance office may provide one.</i>
Any of your agency clauses that need to be incorporated into the GT&C (optional)	<i>These are any specific clauses that your agency requires to be included for interagency assisted acquisitions.</i>

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The Name, Title, Phone, and Email of your designated Signatory Authority.	<i>This is the information for the individual authorized to bind your agency with this GT&C.</i>

2. Provide a completed, draft copy of the 7600A to AAS.
3. AAS (the seller, the servicing agency) will provide the following:

What you'll get:	What is it?
A completed 7600A (GT&C) form and an appendix with additional details supporting the GT&C for your review and signature.	<i>This is the Department of Treasury's standard form 7600A (General Terms and Conditions) filled in with the "buyer" information that you provided and the "seller" information that AAS provided. It includes all of our requirements to support you with an interagency assisted acquisition.</i> <i>This is the document you will be asked to review and sign.</i>

4. After you sign the document, we will countersign to create an official GT&C between you and AAS!

Now we can get started on the funding obligation on the 7600B "Order".