

**U.S. Geological Survey
Checklist for Reimbursable Agreements**

Elements of Agreement	Initial	Comments
Note: The following elements must be in all reimbursable agreements and verified by initialing or marking 'N/A'.		
Customer Information:		
Name of Organization		
Address		
Office phone; Fax; Email		
Project Chief/Principal Investigator		
Administrative Contact		
USGS Information:		
Organization/Cost Center		
Address		
Office phone; Fax; Email		
Project Chief/Principal Investigator		
Administrative Contact		
Scope of Work:		
Period of Performance (Start & End Date)		
Description of Work		
Agreement Deliverables		
Authority to Publish		
If in-kind services provided, described in agreement		
Equipment/Property requirements or restrictions		
Multiple Tasks (provide start and end dates for each task)		
Funding Information:		
Agreement Number		
Agreement Type: Fixed Price, Coop Fixed Price, Reimbursable, JFA, Coop, or Other		
Cost Share or Full Repay		
Total Amount of Agreement		
Supports USGS Program (Input Program Element in BASIS)		
Amount of Modification (if applicable)		
Billing Information:		
FFS Vendor Code		
Billing Address (verify address in VEND table)		
Billing Contact		
Tax Identification Number (TIN) (if applicable)		
Billing Instrument Stated (IPAC, DI-1040, SF-1080)		
DOD Agreements – All MIPR's must have following statement "For accounting purposes, this agreement is a Government Order, not a contract, Billing will be accomplished via an IPAC charge issued from the USGS."		
Federal Customer Appropriation Code (if applicable)		
Federal Customer Agency Location Code & DUNS Number (if applicable)		
Frequency of Billing (advance, monthly, semi-annually, end of project)		
Agreement Authority:		
Is legal authority to enter into agreement cited?		
Supporting Documentation: (*Copies must be filed with the agreement)		
Cost Calculations for Direct Costs Available at Cost Center		
Cost Calculations for Indirect Costs Available at Cost Center		
*Calculations for blended assessment rate (e.g. interdisciplinary work) (if applicable)		
*Direct State Service Inventory (If applicable)		
*International Approvals (If applicable)		
*Non-Standard JFA Approval (If applicable)		
*Special Rate Approvals (If applicable)		
*Transmittal/Acceptance Letter (If applicable) (Official letter to accept funds, state authority to publish, and if fixed price or reimbursable)		
Project Chief/Principal Investigator (Name/Phone/Signature)		Date
Cost Center Financial Reviewer (Name/Phone/Signature)		Date