



MAR 24 2011

Dear Chief Financial Officer:

In January, I wrote to you about the first phase of the General Services Administration (GSA) implementation of billing and accounts receivable (BAAR) modules that will allow you to access, query, and download your GSA billing data. In preparation for the transition to the new BAAR modules, I am requesting your assistance in ensuring your agency's Business Partner Network (BPN) Numbers and Treasury Account Symbol (TAS) information are appropriately aligned in accordance with U.S. Department of Treasury (Treasury) requirements. Adherence to the Treasury requirements also will ensure timely processing of billing and payment transactions through the Intragovernmental Payment and Collection (IPAC) System, which requires a correct BPN/ Agency Location Code (ALC) relationship for acceptance.

In addition, we request that trading partners initiating new Occupancy Agreements (OA) and Reimbursable Work Authorizations (RWA), or modifications to existing ones, include BPN Numbers and Treasury Account Symbol (TAS) information. Please also update your TAS each year, as appropriate. These requests are consistent with Treasury requirements that all billings through IPAC include relevant BPN and TAS Numbers and that agencies report the TAS on both the seller and buyer side for all IPAC transactions. Government Wide Accounting (GWA) also requires BPN and TAS numbers for IPAC transactions.

This request parallels the October 2010 letter to the real estate points of contact for GSA Public Building Service customers from Sean Mildrew, PBS Chief Financial Performance Officer.

The attached BPN Frequently Asked Questions document provides more detailed information about the above processes.

Please contact us at one of these email addresses with questions about the OA and RWA requirements:

- for OAs, customerRentdunsinquiry@gsa.gov
- for RWAs, customerRWAadunsinquiry@gsa.gov

Sincerely,

A handwritten signature in cursive script that reads "Alison L. Doone".

Alison L. Doone
Chief Financial Officer

Attachment