



## U.S. General Services Administration

February 25, 2026

MEMORANDUM FOR: ASSISTANT COMMISSIONERS  
PUBLIC BUILDINGS SERVICE (P)

OFFICE OF PBS FINANCIAL SERVICES  
OFFICE OF THE CHIEF FINANCIAL OFFICER (BR)

FROM:

AIMEE WHITEMAN *Aimee Whitman*  
ASSISTANT COMMISSIONER  
OFFICE OF CLIENT STRATEGY (PC)  
PUBLIC BUILDINGS SERVICE

SUBJECT: Revisions to RWA National Policy Manual,  
Electronic Payments Only for Reimbursable Services

Purpose: [Executive Order 14247, entitled \*Modernizing Payments To and From America's Bank Account \(March 25, 2025\)\*](#), requires agencies to transition all Federal disbursements to electronic payments by September 30, 2025, and to transition all payments made to the Federal Government to electronic payments as soon as practicable. Currently, the [Reimbursable Work Authorizations National Policy Manual](#), PBS 1000.2D (July 30, 2024) (RWA NPM), permits the acceptance of checks and money orders for payment for reimbursable services provided by the Public Buildings Service (PBS). Pending future revisions to the RWA NPM, this memorandum aligns the RWA NPM with Executive Order 14247.

Implementation: Effective October 1, 2025, PBS no longer accepts checks or money orders for payments for reimbursable services. Payment must be made through [Pay.gov](#) for all Non-IPAC or non-Federal RWAs that require payment outside the IPAC system.

The following sections of the RWA NPM that permit payment by checks and money orders are, hereby, revised to no longer permit payment by checks or money orders and, instead, require payment through [Pay.gov](#):

- 3.3.2.1.1. C-Type RWAs
- 3.3.2.2.3. D-Type RWAs
- 4.1.3.13. Mandatory Documents required in RETA
- 6.3.4. Non-IPAC

- 6.3.5. Credit Card
- 6.3.5.2. Billing Type “Prepaid” (For non-Federal entities)
- Appendix D, D.12 Damage to PBS Property

This memorandum will remain in effect until a new version of the RWA NPM is issued to incorporate the new payment procedures.

Please contact the National RWA Program Office at [AskRWA@gsa.gov](mailto:AskRWA@gsa.gov) with any questions regarding these revisions to the RWA NPM.