

**PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING**

**To Be Completed By Requesting Agency**

<b>Requesting Agency Name</b>	
<b>Agency Division Name</b>	

**Select Payment Method:**

IPAC (Initiated by Servicing Agency)

Government Purchase Card

	Total Number of Nominees
x \$ 963.00	Cost Per Nominee
=	Total Obligation


**Financial Information:**

- Agency Location Code (ALC)
- Treasury Account Symbol (TAS)
- Business Event Type Code (BETC)
- CCR/DUNS
- Obligating Document Number (Attach Document)
- Funding Fiscal Year
- Additional Financial Information (Optional)


**Authorized Contact Information:**

- P.O.C. Name
- P.O.C. Email Address/Phone
- Financial/Certifying Official's Name
- Financial/Certifying Official's Title
  
- Signature/Date

**FOR OPM USE ONLY**

24000001  
 24X4571.24  
 COLL  
 126536929

  
  

Karen English  
 Karen.English@opm.gov/202-606-2747


**Additional information required for Government Purchase Card (GPC) payment:**

- GPC Number
- GPC Verification Code
- GPC Expiration Date (MM/YY)
- GPC Billing Zip Code
- GPC Cardholder Name
- GPC Cardholder Email Address/Phone Number

## PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING

### INSTRUCTIONS TO COMPLETE PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING FORM

1. This Express Billing Form is a financial obligating document and must be **signed by a finance officer**. This obligates payment for all nominees submitted to OPM for consideration for the 2014 Presidential Rank Award (PRA) Program. However, agencies will only be invoiced for the number of PRA nominees selected as finalists who are submitted for on-site evaluations and criminal history name checks.
2. All information **must** be provided for record keeping purposes.
3. A separate Express Billing Form must be completed for each combination of an Agency Location Code (ALC) and Treasury Account Symbol (TAS).
4. An Express Billing Form can only represent obligation for one combination of ALC and TAS.
5. All nominee names from an Agency/Division must be listed on the Express Billing Form dedicated to their own ALC and TAS combination.
6. Each agency will receive a separate invoice from OPM for each Express Billing Form.
7. An obligating document (P.O.) must accompany each Express Billing Form unless a Government Purchase Card is used.

**PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING**

**LIST OF NOMINEES**

**Requesting Agency**

Agency Name

Agency Division

Agency Location Code (ALC)

Treasury Account Symbol (TAS)

Obligating Document Number


**Nominee Names (Last, First Middle)**

1.	
2.	
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