

PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING

To Be Completed By Requesting Agency

Requesting Agency Name	
Agency Division Name	

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.	
3.	
4.	
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