

Original Obligation Documentation for Unliquidated Obligation Certification Purposes

As of 7/18/2013

This list is a guide to help you determine what is the minimal documentation needed in your files to satisfy the need for a copy of the original obligation document and any amendments.

Ref Oblig Doc/ FMMI Doc Key	Documentation Needed	Original Copy Source	Where to follow up on open obligation
IAS (ZIO, ZIN)	Purchase Orders, Contact the Contracting Officer to obtain a copy of the obligation (ZIO,ZIN) document. ASD emails to requisitioner completed PO contract. The requisitioner should send a copy to everyone with an accounting code on the document.	First check inside your program with your requisitioner. 32KW - Andre Nelson 6395 - Debbie Halvorson	Check with the COTR and VENDOR.
Purchase Orders (Agreements); Agency Agreements (INTR, ZVA, ZVR)	Signature page; In cases where an agreement was created on your program's behalf (using your accounting code). You need to get a copy of the signature page of the agreement for your file. Examples would be the Rental agreements for NC Hub, CO Hub and Riverdale 6th Floor. Contact the group responsible for setting it up and get a copy.	Your respective agreements specialist or MRPBS FMD - Agreements	Cooperator Performing the service or Program ADODR.
IAS Contracts (ZIO)	Just the Signature page that tells the dates and accounting or general TERMS of the contract.	32KW - Tanica Butler 6395 - Debbie Halvorson	With the Vendor
YMPxxxxxx (ZVA)	FMMI - As of 10/1/11 the OBLH & OBLL screens that were previously used should still be used for prior year obligations in which there is not a copy of the obligating document. For all new obligations please use a copy of the lease.	FFIS - OBLH & OBLL FMMI - Skip Bradford, Fleet Manager, (Ronald.f.bradford@aphis.usda.gov)	With the GSA Motor Pool Lease Contact
RELO xxxxxxxxxxxx (XO)	Copy of Relo AD202 from TRAV	Your Travel Team	Traveler
YYRWAxxxxxx (INTR, ZVA, ZVR)	GSA 2957 Reimbursable Work Authorization (RWA) issued to General Services Administration (GSA). The work is negotiated through the MRPBS - ASD - Realty Section.	ASD Realty Specialists from your program	ASD Realty Specialist on the RWA
YYSWAxxxxxx (INTR, ZVA, ZVR)	FPS 57 Security Work Authorization (SWA) issued to the Department of Homeland Security (DHS).	ASD Realty Specialists from your program	ASD Realty Specialist on the SWA
YYTRNxxxxxx (INTR, NB, ZVA, ZVR)	SF182 Training form to obligate training. This is manually entered by MRPBS FMD - Financial Operations Services Team (FOST).	Bonnie Silvernale	Lora Swanson or the individual who took the training.
0xxxxxxx (GT, TO)	GSA87 Travel Authorization. This is manually entered into GovTrip. It is available to print for 6 years after it is created.	Traveler Travel Preparer Travel Reviewer (FATA)	Traveler

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YLEASxxxx (INTR, ZVA, ZVR)	GSA Form 3626 Lease of Real Property ex: Building Space	ASD Realty Specialists from your program	ASD Realty Specialist on the Lease
YY-3000-0570 (INTR)	OC job number - Creative Development Services through Creative Media & Broadcast Center (CMBC)	Michele Williams, Dennis Trainum, LPA	
Begins with Post Allowance or Not Assigned	The post allowance BOC 1243 (ZVA) are for the FSO Cola payments. They are paid each PP based on the rates set by State Department so the open amount are just estimates based on their past. The obligating document is a spreadsheet that is created for all FSO's listing each of their allowances and benefits that they are entitled to overseas.	First check inside your program budget office. Wayne Simon (FMD)	

Notes:

1. Obligations without activity for a specified period of time.

In those instances when it is known that there will not be activity for a particular obligation for a given period of time, you can state that in your comment and thereby not have to provide additional comments until the activity begins or period of time ends, which ever comes first.

2. Recurring obligations

For those obligations that incur expenditures on a recurring basis (e.g. leases), you may provide a comment once the obligation appears on your report stating that it is a recurring obligation and that it will be de-obligated within a specified period of time (one year for example). This nullifies the need to continue commenting on the obligation. You are expected, however, to monitor the obligation on a monthly basis.