

# Standard Form (SF) 182

## Authorization, Agreement, and Certification of Training

**Use:** The SF 182 is a mechanism used to authorize, obligate funding, and pay for federal employee training expenses.

*NOTE: These instructions do not include procurement guidance, such as what types of training, dollar limits, etc. can be paid via appropriated funds for training federal employees. Please contact your contracting officer or the SF 182 lead for training procurement guidance.*

**Please note the following instructions:**

1. These instructions were developed for specific agencies of the USDA, currently APHIS, GIPSA, and FAS. If you work for an agency other than APHIS, GIPSA or FAS, please check with your agency for their requirements.
2. Please distinguish between federal and non-federal training vendors, as this determines whether it must be processed via IPAC.
  - a. For **federal training vendors** (IPAC), follow normal IPAC procedures.
  - b. For **non-federal training vendors**, the following items are required for Accounts Payable to process an Employee Training Obligation or Payment:

- **Quote, Invoice, or Equivalent (SF-182)**, including:
  - Date of Receipt by APHIS
  - Vendor Name
  - Vendor Address
  - Vendor Phone
  - Amount
  - Signature of Approving Official
  - Obligation Number, if previously obligated
  - Course Title
  - Training Start and End Dates
- **FMMI Vendor Code** (if known), or one of the following:
  - Tax Identification Number (TIN)
  - Unique Entity Identifier (UEI)/Dunn and Bradstreet Number (DUNS)
  - the last four digits of the vendor's Social Security Number (SSN)
- **FMMI Master Data**, for each accounting element breakdown, if applicable, including:
  - Fund
  - Fund Center
  - Functional Area
  - WBS Element, if applicable
  - Budget Period
  - Budget Object Code(s) (BOCs)
- **Electric Funds Transfer (EFT) Information**, if new vendor or vendor banking has changed

3. You are only required to submit this form to the below contacts if you are requesting Accounts Payable to obligate and/or make the payment. If you are paying by credit card, or some other means of payment other than Accounts Payable, please do not submit this form to APHIS Accounts Payable.

*NOTE: The payments team **does not** register employees for training. Employees are responsible for ensuring their own registration.*

4. Please be mindful not to submit a request twice, or your accounting code may be obligated and/or paid twice.

5. Employee Training financial management requests may be submitted via mail, fax, or email directly to an assigned team. Please distinguish between federal and non-federal training vendors, as this determines whether it must be processed via IPAC (table below).

a. For **federal training vendors** (IPAC):

<b>Federal Training Vendors (IPAC)</b>	
<b>Mail:</b>	USDA, APHIS, FMD International Operations & Accounting Team (IOAT) 250 Marquette Ave STE 410 Minneapolis, MN 55401-2329
<b>Fax:</b>	APHIS Attn: Jennifer Tizcareño Subject: SF 182 Fax: 612-336-3547
<b>Email:</b>	APHIS: <a href="mailto:IOAT@usda.gov">IOAT@usda.gov</a>
<b>Phone:</b>	APHIS Federal Vendors, Jennifer Tizcareño: 612-336-3272

b. For **non-federal training vendors**:

- [FOST@usda.gov](mailto:FOST@usda.gov)