

Fee Basis Payments

Use: Fee Basis payments are payments made to veterinarians for gathering blood samples from animals in order to conduct testing for animal diseases.

Authority granting Animal Plant and Health Inspection Service (APHIS) to reimburse Accredited Veterinarians for their services can be found in the Animal Health Protection Act found at:

http://www.law.cornell.edu/uscode/7/usc_sup_01_7_10_109.html.

Please note the following instructions:

1. These instructions were developed for specific agencies of the USDA, currently Animal Plant Health Inspection Services (APHIS). If you work for an agency other than APHIS, please check with your agency for their requirements.
2. The following items are required for Financial Operations Services Team (FOST) to process a Fee Basis payment:
 - Completed **8-19*** (The Checklist of Amounts Payable to Fee Basis Veterinarians), including:
 - Date of Receipt of Invoice by APHIS
 - Vendor Name
 - Vendor Address
 - Amount
 - Signature of Claimant
 - Signature of Approving Official (AVIC)

** Note: This form is provided by VS. FOST does not have links to this as an electronic form.*
 - **VS Form 1-9R*** (APHIS Agreement with Veterinarian), including:
 - Vendor Name
 - Vendor Signature
 - Signature of Approving Official (AVIC)
 - Date of Signature

**This form only needs to be sent once for our files, and is good for the term of the agreement.*
 - **FMMI Vendor Code** (if known), or one of the following:
 - Tax Identification Number (TIN) **or**
 - Dunn and Bradstreet Number (DUNS) **or**
 - 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

Note: The micro purchase threshold for payments is \$3,000 a year per vendor. All payments over the micro purchase threshold must be accompanied by a valid agreement or purchase order.

3. Please be mindful not to submit a request twice, or your accounting code may be charged twice.

4. USDA APHIS staff only:

Fee Basis payment requests may be submitted via mail, fax, or email directly to an assigned staff member.

- FOST staff members who are assigned to process payments and answer questions regarding specific payments can be found at [FOST Assigned Duties](#).
- The mailing address, fax number, and employee phone and email information can be found at [Contact Us](#).