

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 2012 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

Requesting Agency Name:
Agency Division Name:

Date:

Select Payment Method: IPAC Government Purchase Card (GPC)

	Total Number of Nominees Submitted
x \$ 550.00	Cost Per Nominee
=	Total Obligation

To Be Completed By Requesting Agency

Agency Location Code (ALC)
Treasury Account Symbol (TAS)
Business Event Type Code (BETC)
CCR/DUNS
Obligating Document Number (Attach Doc)

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

GPC number
GPC verification code
GPC Expiration Date (MM/YY)
GPC billing Zip Code
GPC Cardholder Name

Authorized Contact Information:

P.O.C. Name & Phone Number
P.O.C. Email Address
Financial/Certifying Official's Name
Financial/Certifying Official's Title

Sign/Date

For OPM USE ONLY

To Be Completed By Servicing Agency

24000001
24X4571.24
COLL
126536929
Karen English 202-606-2747
Karen.English@opm.gov
Daniel K. Marella
Deputy Chief Financial Officer
Sign/Date

PRESIDENTIAL RANK AWARD (PRA) EXPRESS BILLING

LIST OF NOMINEES

Requesting Agency

Agency Location Code (ALC)

Treasury Account Symbol (TAS)

Obligating Document Number (Attach Document)

NOMINEE NAMES

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