

Circular Letter No. 893

July 31, 2013

TO: Budget Officers
Accounting Officers
Printing and Publishing Officials of the Federal Government

SUBJECT: PART 2: Treasury Account Symbol (TAS) and Business Event Type Code (BETC) Required Information on All Future Intra-governmental Payment and Collection (IPAC) Orders: Format and Placement of TAS/BETC on GPO Order Obligation Forms

On April 16, 2013 GPO released the first Circular Letter No. 882 of this series regarding Treasury Account Symbol (TAS) and the Business Event Type Code (BETC). Agencies may access the first Circular Letter at: http://www.gpo.gov/customers/circular_letters.htm.

The objective of these Circular Letters is to inform agencies that do business with the US Government Printing Office (GPO) about the upcoming implementation of the Department of Treasury initiative regarding the **mandatory use of TAS/BETC**. GPO requests that you share this information internally with all personnel involved in ordering, obligating funds, and authorizing payments for services and products from GPO.

Recently the Department of Treasury's Financial Management Service and the Bureau of the Public Debt were consolidated into the new Bureau of the Fiscal Service (Fiscal Service). In accordance with the newest letter from the Commissioner, Department of the Treasury dated April 11, 2013, which was addressed to all CFOs, Deputy CFOs and CIO's http://www.fms.treas.gov/cfo_ltr.html, Treasury's Fiscal Service is on schedule to complete modifications to their systems to capture valid Component TAS /BETC at the transaction level. Effective January 1, 2014, Treasury's Fiscal Service will no longer accept String TAS formats, only the Component format on all IPAC transaction types.

Q. What is the difference between the String and Component TAS format?

A.

String TAS: Un-partitioned TAS value format. **example: 041/20110**. The String format will no longer be used after December 31, 2013.

Component TAS: The field is parsed into the various components. See example below.

Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code
		004	2011	2012		0110	000

To learn more about the component breakdown and why Treasury's Fiscal Service is implementing the Component TAS format, follow the link: http://www.fms.treas.gov/cars/factsheet_tas.html

Q. What is a BETC?

A. The Business Event Type Code is a code used to indicate the type of activity being reported, such as a payment, a collection, a borrowing, etc. This code must accompany the TAS. There are 260 BETCs, of which, only four (4) apply to 100% of all Expenditure TAS (DISB, DISBAJ, COLL, COLLAJ). The majority of agencies doing business with GPO will use the **DISB** BETC for disbursing funds to GPO.

Q. How do you know which TAS/BETC to use?

A. Treasury Account Symbols are assigned to agencies and each TAS is assigned one or multiple BETC(s). The existing TAS/BETC relationships are available at the following websites: http://www.fms.treas.gov/cars/ref_guidance.html and http://www.fms.treas.gov/cars/factsheet_betc.html or contact your agencies budget or accounting office.

Q. How do I submit the TAS/BETC to GPO on my orders?

A. All orders submitted to GPO where the transaction is processed through the IPAC system effective January 1, 2014, **MUST** include your agency's TAS/BETC on the obligation document. This information will be required so that GPO can capture and submit this information to Treasury's Fiscal Service when Collections and Payments occur.

It is recommended that agencies obtain and use the following forms at <http://www.gpo.gov/customers/sfas1.htm>.

- The Standard Form-1 (revision date April 2010),
- Printing and Binding Requisition and GPO Form 2511, Print Order,
- GPO Form 4044 SPA Work Order

Each of these forms has a field named 'TREASURY ACCT. SYMBOL (TAS)'. This field is also where the BETC will be entered. This information is critical in ensuring timely disbursement and payment processing through IPAC.

Q. Will this only affect orders placed on the SF-1, Form 2511, and Form 4044?

A. No. Any transaction where funds will be collected via IPAC will be affected. For example: orders from the GPO OnLine Paper Store, replenishment of funds to a Deposit Account, GPOExpress orders, etc. will also require the Component TAS/BETC.

Q. How do I enter the new Component TAS/BETC on my order forms?

Although the Component TAS is broken-out in various components, the 'TREASURY ACCT. SYMBOL (TAS)' field on GPO forms is a single box. Agencies should enter their TAS/BETC as indicated by Treasury's Fiscal Service. The following are samples of just a few of GPO obligation documents with the TAS field circled:

SF-1

PRINTING AND BINDING REQUISITION to the Public Printer of the United States

* Required Fields

JACKET NO. (For GPO Use Only)

Red
 Black
 Blue

REQUISITION NO. *

CLASSIFICATION *		EXEMPT FROM REQUIRED DISTRIBUTION TO FEDERAL DEPOSITORY LIBRARIES	
Classified <input type="checkbox"/> Yes <input type="checkbox"/> No	SBU <input type="checkbox"/> Yes <input type="checkbox"/> No	PII <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Strictly for administrative or operational purposes <input type="checkbox"/> Copyright restriction <input type="checkbox"/> Not published with Federal funds
FROM (Department or Government Establishment)		BUREAU/OFFICE	
PUBLICATION TITLE		QUALITY LEVEL	DATE PREPARED
QUANTITY (Units of Finished Product)	FINISHED PRODUCT	<input type="checkbox"/> Rush (Premium Surcharge Authorized) <input type="checkbox"/> Open Requisition	
	<input type="checkbox"/> Books/Pamphlets <input type="checkbox"/> Forms (Sheets) <input type="checkbox"/> Labels <input type="checkbox"/> Sets <input type="checkbox"/> Pads <input type="checkbox"/> CD/DVD <input type="checkbox"/> Envelopes <input type="checkbox"/> Other		
PREVIOUS JACKET/REQ. NO. (If Reprint)	FORM NO.	ISBN	IF AVAILABLE ONLINE http://
THIS ORDER RIDES (Department)	(Requisition No.)	(Jacket No.)	STRAP WITH REQUISITION NO.
GPO IN-HOUSE SERVICES (Prior contact required for each service—attach estimate)		GPO In-House Distribution Services	
<input type="checkbox"/> Graphic and Multimedia Design <input type="checkbox"/> Web Services <input type="checkbox"/> Preflight <input type="checkbox"/> Other		<input type="checkbox"/> Mailing <input type="checkbox"/> Storage <input type="checkbox"/> Mailing List Maintenance	
		Security & Intelligent Documents <input type="checkbox"/> Secure Federal Credentials	

BILLING INFO	BILLING ADDRESS CODE (BAC) *	AGENCY LOCATION CODE (ALC)	APPROPRIATION CHARGEABLE/OBLIGATION NO.
	PURCHASE CARD NO. (<input type="checkbox"/> Call for Purchase Card No.)	EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD
	PHONE NO. OF CARDHOLDER	EMAIL OF PURCHASE CARDHOLDER	TREASURY ACCT. SYMBOL (TAS) 004201120120110000 DISB
	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)		

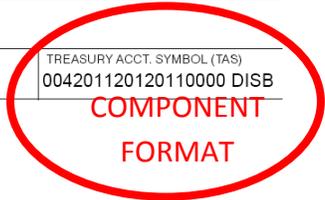


Print Order Form 2511

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

* Required Fields

DEPARTMENT OR GOVERNMENT ESTABLISHMENT	REQ. NO. *	JACKET NO. *	PROGRAM NO. *	PRINT ORDER NO. *
PUBLICATION TITLE		DATE PREPARED	ESTIMATE (For GPO Use Only)	OBJECT CLASS
CONTRACTOR	PURCHASE ORDER NO. *	STATE CODE *	CONTRACTOR'S CODE *	SHIP/DELIVERY DATE *
NOT FOR CONTRACTOR	BILLING ADDRESS CODE (BAC) *	AGENCY LOCATION CODE (ALC)	APPROPRIATION CHARGEABLE/OBLIGATION NO.	
	<input type="checkbox"/> Pay by Purchase Card <input type="checkbox"/> PURCHASE CARD NO. (Info to Appear on GPO Copy Only)	EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD	
	PHONE NO. OF CARDHOLDER	EMAIL OF PURCHASE CARDHOLDER	TREASURY ACCT. SYMBOL (TAS) 004201120120110000 DISB	
	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)			

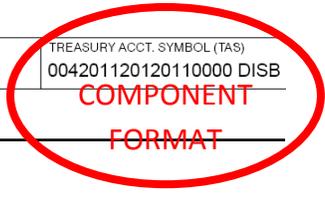


Simplified Purchase Agreement Work Order Form 4044

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

* Required Fields

QUOTES DUE BY				
DEPARTMENT OR GOVERNMENT ESTABLISHMENT	REQ. NO. *	JACKET NO. *	SPA NO. *	WORK ORDER NO. *
CLASSIFICATION *	PUBLICATION TITLE		DATE PREPARED	OBJECT CLASS
Classified <input type="checkbox"/> Yes <input type="checkbox"/> No	SBU <input type="checkbox"/> Yes <input type="checkbox"/> No	PII <input type="checkbox"/> Yes <input type="checkbox"/> No		
CONTRACTOR	PURCHASE ORDER NO. *	STATE CODE *	CONTRACTOR'S CODE *	SHIP/DELIVERY DATE
NOT FOR CONTRACTOR	BILLING ADDRESS CODE (BAC) *	AGENCY LOCATION CODE (ALC)	APPROPRIATION CHARGEABLE/OBLIGATION NO.	
	<input type="checkbox"/> Pay by Purchase Card <input type="checkbox"/> PURCHASE CARD NO. (Info to Appear on GPO Copy Only)	EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD	
	PHONE NO. OF CARDHOLDER	EMAIL OF PURCHASE CARDHOLDER	TREASURY ACCT. SYMBOL (TAS) 004201120120110000 DISB	
	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)			



GPO will provide additional information regarding the mandatory usage of the TAS/BETC as information becomes available. Our objective in sharing this information in advance of the Treasury's Fiscal Service initiative is to keep our valued customers informed.

If you have any questions, please contact GPO's Customer Account Division at 202-512-0626 or email us at CAD@GPO.GOV.

Sincerely,

TED PRIEBE
Acting Managing Director,
Customer Services

STEVE SHEDD
Chief Financial Officer