

CIRCULAR LETTER NO. 903

December 19, 2013

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

SUBJECT: **PART 3:** Treasury Account Symbol (TAS) and Business Event Type Code (BETC) Required Information on Future Intra-governmental Payment and Collection (IPAC) Orders

This communication is the third in a series of Circular Letters regarding Treasury Account Symbol (TAS) and the Business Event Type Code (BETC). On April 16, 2013 GPO released Circular Letter No. 882 and on July 31, 2013 No. 893. You may access the first two Circular Letters 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) that as of **January 1, 2014**, Central Accounting Reporting System (CARS) Reporters must provide GPO with your agency's **Component TAS and BETC** in order to ensure timely processing.

Orders submitted to GPO where the transaction is processed through the US Department of Treasury IPAC system **must** include the agency's Component TAS and BETC on the obligation document. This information is critical as the Department of Treasury will no longer accept the String TAS format for CARS Reporters. This information will be required so that GPO can capture and submit appropriate information to Treasury when Collections and Payments occur. The Component TAS must be entered on the SF-1, Print Order 2511, Work Order 4044, etc. preferably in the field 'TREASURY ACCT. SYMBOL (TAS)' in the block marked 'Billing Info'. This field is also where the BETC will be entered. Failure to provide this information may result in a delay in processing your order and may create an administrative burden due to the inability to reconcile transactions.

For more information regarding the Department of Treasury Bureau of the Public Debt mandatory initiative and information regarding existing TAS/BETC relationships refer to: http://www.fms.treas.gov/cars/ref_guidance.html or contact your agency's budget or accounting office.

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.

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

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