

CIRCULAR LETTER 922

September 23, 2014

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

SUBJECT: PART 4: REMINDER OCTOBER 1, 2014 DEADLINE-Treasury Account Symbol (TAS) and Business Event Type Code (BETC) Required Information on All Intra-governmental Payment and Collection (IPAC) Orders

GPO previously released three Circular Letters No. 882, 893, and 903 of this series regarding Treasury Account Symbol (TAS) and the Business Event Type Code (BETC). Agencies may access the Circular Letters at: http://www.gpo.gov/customers/circular_letters.htm.

The objective of this Circular Letter is to inform agencies that do business with the US Government Printing Office (GPO) that the United States Department of Treasury has mandated that all agencies become Central Account Reporting System (CARS) Reporters by **October 1, 2014**.

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 transactions without the Component TAS format. 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.

Sincerely,

BRUCE A. SEGER
Managing Director,
Customer Services

STEVE SHEDD
Chief Financial Officer