

§ 101-2.107

further collection efforts by the department, establishment, or agency.

Upon receipt of the above statement for uncertifiable calls, GSA will refer these charges to the telephone company for adjustment and provide credit to the agency.

(e) Credit adjustments for authorized return sales will be issued by GSA upon receipt of the returned material. The credit will be included on the next bill issued.

[42 FR 55812, Oct. 19, 1977, as amended at 43 FR 21883, May 22, 1978]

§ 101-2.107 Statements of account.

A statement of account is mailed quarterly to each agency billed office for unpaid items outstanding on each major revolving fund of GSA. Agencies shall make appropriate notations on the statement regarding the status of each item classified as delinquent and return the statement to GSA.

[42 FR 55813, Oct. 19, 1977]

Subpart 101-2.2—Advances

§ 101-2.200 Scope of subpart.

This subpart prescribes the procedures for providing advances of funds by agencies obtaining supplies and services from GSA to the revolving, management, or working funds operated by GSA.

§ 101-2.201 Types of advances.

§ 101-2.201-1 Advance of funds; insufficient capital.

(a) Whenever GSA determines that the capital in a particular fund is insufficient to finance the general program needs for supplies and services to be requisitioned by agencies supported by a particular fund, the affected agencies will be advised of the amount requested to be deposited to the credit of the fund. Advances will be returned to the agencies by GSA when the need for them no longer exists.

(b) When the amount to be advanced has been determined by mutual agreement, GSA will bill the requisitioning agency by means of Standard Form 1080, Voucher for Transfer Between Appropriations and/or Funds (illustrated at § 101-2.4901-1080), accompanied where

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appropriate by Standard Form 1081, Voucher and Schedule of Withdrawal and Credits (illustrated at § 101-2.4901-1081), in accordance with the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, title 7, chapter 2, section 8. Upon receipt in the agency, a cash transfer or payment by check, as appropriate, shall be accomplished in the normal manner.

§ 101-2.201-2 Advance for specific services.

Advance billings are rendered for the following transactions:

(a) Quarterly advance bills are rendered for reimbursable space occupancy and related costs on GSA Form 743, Invoice for Rent (illustrated at § 101-2.4902-743), at fixed rates per square foot based on estimated costs. Itemization of the elements of costs is not shown in the advance bill, nor is the bill adjusted to actual costs.

(b) Bills rendered on GSA Form 740, Invoice for Job Order Work (illustrated at § 101-2.4902-740), are normally based on actual costs after completion of the job, without itemization of the elements of costs. However, in the case of specific jobs of significant dollar size, advance bills may be rendered to avoid impairment of GSA working capital. In such instances, a final settlement will be made at completion of the job to adjust the billing to actual costs.

§ 101-2.201-3 Advance of funds; mutual agreement.

Whenever circumstances are such that the financing of prospective agency transactions through a fund by means of an advance is advantageous, even though the capital of the fund is adequate, the agency concerned and GSA may mutually agree to such financing of the transactions. This type advance may be necessary to provide financing for specific large dollar value transactions which otherwise may result in a temporary depletion of available cash. In these circumstances, the procedures for effecting payment shall be set forth in a letter of agreement.

(a) The advances may be self-liquidating or for the duration of the circumstances requiring the advance. Self-liquidating advance agreements

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will generally provide that GSA will apply the amount of billings therefor directly against such advance, and that GSA will periodically render an accounting for the status of the advance to the agency concerned. Upon completion of the transaction, a settlement will be made between the two agencies to close out the transaction.

(b) If the advance is not self-liquidating, the agreement will generally only provide for final settlement between the two agencies and return of all of the unliquidated portion of the advance.

Subpart 101-2.49—Forms and Reports

§ 101-2.4900 Scope of subpart.

This subpart contains illustrations of forms prescribed or available for use in connection with subject matter covered in other subparts of part 101-2.

§ 101-2.4901 Standard forms.

(a) Standard forms are illustrated in this § 101-2.4901 to show their text, format, and arrangement, and to provide a ready source of reference. The subsection numbers in this section correspond with the Standard form numbers.

(b) Supplies of Standard forms may be obtained from the nearest GSA supply depot.

§ 101-2.4901-1080 Standard Form 1080, Voucher for Transfer between Appropriations and/or Funds.

§ 101-2.4901-1081 Standard Form 1081, Voucher and Schedule of Withdrawals and Credits.

§ 101-2.4902 GSA forms.

(a) GSA forms are illustrated in this section to show their text, format, and arrangement and to provide a ready source of reference. The subsection numbers in this § 101-2.4902 correspond with the GSA form numbers.

(b) GSA forms illustrated in this section may be obtained initially from the General Services Administration (3FNDD), Union and Franklin Streets Annex, Building 11, Alexandria, Va. 22314. Agency regional or field offices should submit future requirements to

their Washington headquarters office, which will forward consolidated annual requirements to the General Services Administration (BRO), Washington, DC 20405.

[42 FR 55813, Oct. 20, 1977]

§ 101-2.4902-740 GSA Form 740, Invoice for Job Order Work.

§ 101-2.4902-743 GSA Form 743, Invoice for Rent.

§ 101-2.4902-789 GSA Form 789, Statement, Voucher, and Schedule of Withdrawals and Credits.

NOTE: The forms illustrated in § 101-2.4902-789 are filed with the original document and do not appear in the FEDERAL REGISTER or the Code of Federal Regulations.

[42 FR 55813, Oct. 20, 1977]

§ 101-2.4903 Treasury forms.

Treasury forms are illustrated in this section to show their text, format, and arrangement and to provide a ready source of reference. The subsection numbers in this § 101-2.4903 correspond with the Treasury form numbers.

[42 FR 55813, Oct. 20, 1977]

§ 101-2.4903-7306 TFS Form 7306, Paid Billing Statement for SIBAC Transactions.

NOTE: The forms illustrated at § 101-2.4903-7306 are filed with the original document and do not appear in the FEDERAL REGISTER or the Code of Federal Regulations.

[42 FR 55813, Oct. 20, 1977]

PART 101-3—ANNUAL REAL PROPERTY INVENTORIES

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