

## **How to Request a Bill**

To bill another Federal Agency, you should request an Intra-governmental Payment and Collection (IPAC) bill using a form AD 673, Request to Bill. IPAC is an electronic funds transfer method used by Federal Government agencies to collect payments between agencies for goods and services. USDA agencies must be billed via IPAC. The bills are issued through FFIS and receivables are established at that time. See “AD 673.” The exception is DOD. If you do not have a Trading Partnership Agreement with the DOD agency, you should submit a form SF-1080, Voucher for Transfers Between Appropriations. See “SF 1080 Instructions.”

Miscellaneous or non-IPAC bills arise from several sources. The most common miscellaneous bills are from motor vehicle accidents, interagency agreements, and overpayments on agreements resulting from audit findings. The bills are issued through FFIS and receivables are established at that time. To request a miscellaneous bill, you should submit an APHIS Form 90, Report of Reimbursable Services Rendered. For instructions, see “APHIS 90 Instructions.”