DOCUMENT NAME: Reimbursable Work Authorization
DOCUMENT TYPE: 34

1. **Description:** Cost to alter, renovate, repair, or provide services in space managed by GSA over and above the basic operations is reimbursed to GSA.

2. **Primary Forms:** GSA-2957, Reimbursable Work Authorization

3. **Related Forms:** None.

4. **Document Number:** Standard Number - unit assigned.

   SAMPLE: 3408908FAB001

Document Type	FY Funded	Procurement Site Code	FY Contract Originated	Region	Program Element	Document Sequence	Suffix
34	08	90	8	F	AB	001	

5. **Accounting Line:**

   SAMPLE: 2/F/801/136/30/0/AB/12345/2545

6. **FINCEN Critical Processing Requirements:** The Work Authorization Number must be in block 2. ALC Code 70060000 must be in block 10A. The full accounting line must be placed in block 13A of GSA-2957.

7. **Other Information:** This is only applicable with GSA leased space. If Coast Guard owned facility this type of charge will not apply.

8. **FPD Information:**

   a. Standard generic input is made through the Record Spending Module, only after GSA approval.

   b. Obligation will transmit electronically via FPD.

   c. A copy of the GSA-2957 should be mailed to FINCEN and should have the statement on the face of the document:

      "OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"

   d. This document should have the public/government indicator set to "G".

9. Document Flow:

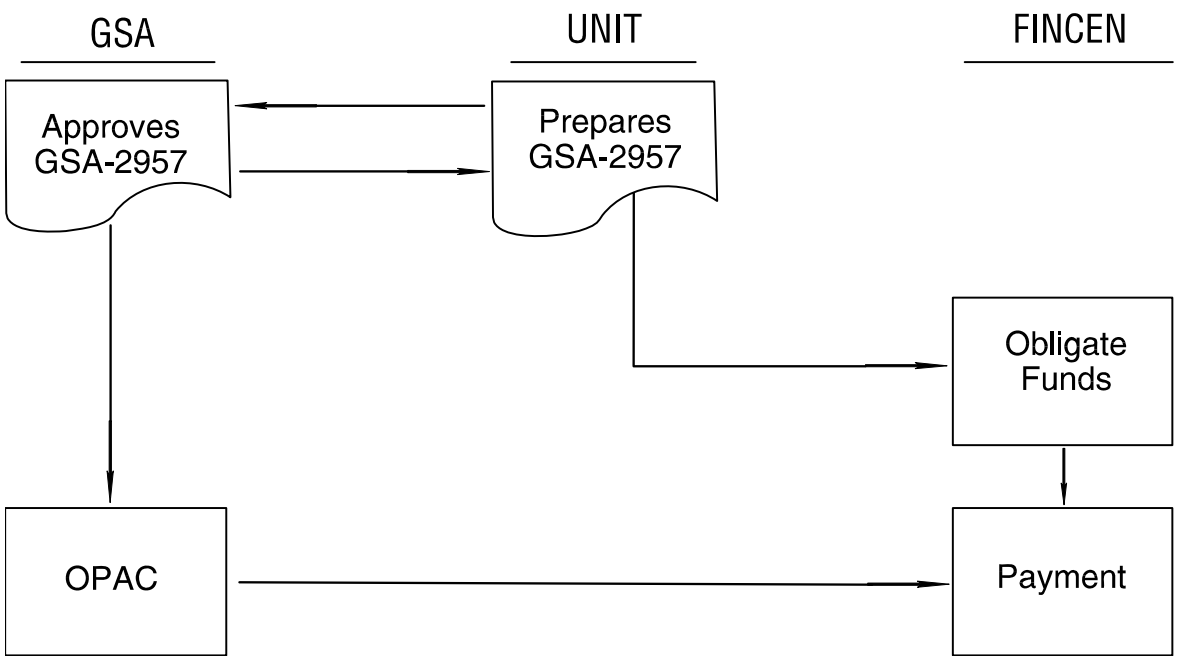


Figure 12D-70 Reimbursable Work Authorization

a. Figure 12D-70 describes the procedures for processing Reimbursable Work Authorization.

b. Agency requesting work will initiate and forward a Reimbursable Work Authorization request form to GSA for approval.

c. The original is mailed to GSA. After authorization of the work by GSA, a copy of the executed GSA Form 2957 that was returned to the unit should be sent to the FINCEN for obligation (For FPD procedures, see paragraph 8).

d. GSA will bill FINCEN by OPAC for RWA's and the unit will see these on their PES report as an expenditure.

10. Sample Forms: See Figure 12D-71.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3408908FAB001000	051	08100F101	12345	2545	0.00	15,000.00	0.00	0.00
3408908FAB001000	136	08111F100	12345	2545	0.00	15,000.00 -	0.00	15,000.00

12. References: Federal Property Management Regulations (FPMR).

REIMBURSABLE WORK AUTHORIZATION
(See instructions on Page 3)

Unless specified otherwise, the authority for this agreement is 40 U.S.C. §592(b)(2).

1. DATE OF REQUEST: 05/02/2008
2. RWA NUMBER *(GSA Use Only)*:
3. TYPE OF REQUIREMENTS *(GSA Use Only)*: ☐ SEVERABLE ☐ NON-SEVERABLE ☐ GOODS
4. AGENCY AND BUREAU NAME: United States Coast Guard
5. WORK LOCATION: Jemal Riverside Building, 1900 Half Street, S.W., Washington, DC 20593
6A. AGENCY CONTACT NAME: LCDR Jane Doe
6B. AGENCY CONTACT'S TELEPHONE NUMBER: 202-111-1111
6C. AGENCY CONTACT'S E-MAIL: jane.doe@uscg.mil
6D. AGENCY CONTACT'S FAX NUMBER: 202-111-1122
6E. AGENCY CONTACT'S ADDRESS: 2100 Second Street, S.W., Washington, DC 20593
7. DESCRIPTION OF REQUIREMENTS: Renovation of USCG HQ Jemal Riverside Building Previous amount $3,000,000.00; increase amount $500,000.00; New amount $3,500,000.00
8. AMENDMENT: RWA amendment provided to change total authorized amount by $ 500,000 from $ 3,000,000 to $ 3,500,000
9A. BILLING TYPE: O
9B. BILLING TERMS: M
10A. AGENCY LOCATION CODE: 70060000
10B. FISCAL STATION NUMBER (DOD ONLY):
10C. REQUISITION IDENTIFICATION NUMBER: 3408G88HCA002
11. REQUESTED WORK DATES: A. START; B. COMPLETION
12. AGENCY CERTIFIED AMOUNT: $3,500,000.00
13A. AGENCY ACCOUNTING DATA *(Limited to 130 characters)*: H/801/199/30/0/CA/47850/2545
13B. AGENCY FUND YEAR: 2008
13C. FUND TYPE *(Check One)*: ☒ ANNUAL APPROPRIATION ☐ NO-YEAR APPROPRIATION ☐ MULTIPLE YEAR APPROPRIATION
13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY: 9/30/08
13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS): 806754677
13F. AGENCY/CUSTOMER ORDER NUMBER: 34-08-G88HCA002
13G. TREASURY ACCOUNT SYMBOL: See SOP Appendix B
14A. AGENCY BILLING CONTACT E-MAIL ADDRESS:
14B. AGENCY FINANCE BILLING OFFICE: Commanding Officer (OGR) USCG Finance Center
14C. STREET ADDRESS: 1430 Kristina Way
14D. CITY: Chesapeake
14E. STATE: VA
14F. ZIP CODE: 23326
15A. CREDIT CARD NUMBER:
15B. EXPIRATION DATE:
15C. TYPE OF CARD:
15D. NAME OF CARD HOLDER:

By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; and (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA.

16A. SIGNATURE OF FUND CERTIFYING OFFICIAL:
16B. DATE: 05/02/2008
16C. NAME OF FUND'S CERTIFYING OFFICIAL: LT Sherry Jones
16D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS: Sherry.A.Jones@uscg.mil
16E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL — PHONE NUMBER: 202-111-1133 — EXTENSION:

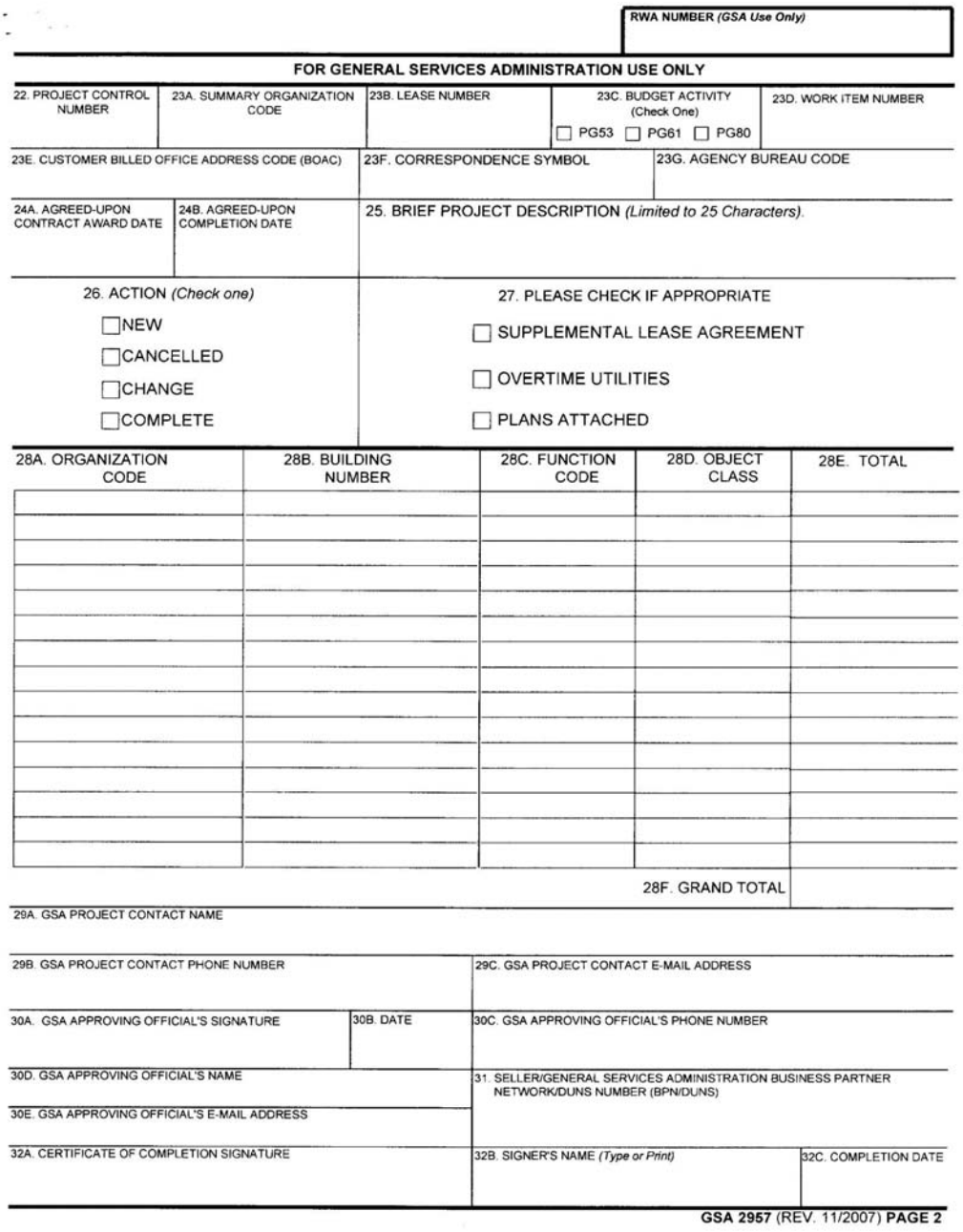
GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY

17. FED CODE	18. PEGASYS DOCUMENT NUMBER	19. PEGASYS ACCOUNTING LINE NUMBER	20. FUND CODE	21. INTERFUND YEAR

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.

GENERAL SERVICES ADMINISTRATION **GSA 2957 (REV. 11/2007)**

Figure 12D-71 GSA-2957, Reimbursable Work Authorization Page 1



RWA NUMBER *(GSA Use Only)*

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One) ☐ PG53 ☐ PG61 ☐ PG80	23D. WORK ITEM NUMBER
23E. CUSTOMER BILLED OFFICE ADDRESS CODE (BOAC)		23F. CORRESPONDENCE SYMBOL	23G. AGENCY BUREAU CODE	
24A. AGREED-UPON CONTRACT AWARD DATE	24B. AGREED-UPON COMPLETION DATE	25. BRIEF PROJECT DESCRIPTION *(Limited to 25 Characters)*.		

26. ACTION *(Check one)*

☐ NEW
☐ CANCELLED
☐ CHANGE
☐ COMPLETE

27. PLEASE CHECK IF APPROPRIATE

☐ SUPPLEMENTAL LEASE AGREEMENT
☐ OVERTIME UTILITIES
☐ PLANS ATTACHED

28A. ORGANIZATION CODE	28B. BUILDING NUMBER	28C. FUNCTION CODE	28D. OBJECT CLASS	28E. TOTAL
			28F. GRAND TOTAL	

29A. GSA PROJECT CONTACT NAME

29B. GSA PROJECT CONTACT PHONE NUMBER		29C. GSA PROJECT CONTACT E-MAIL ADDRESS
30A. GSA APPROVING OFFICIAL'S SIGNATURE	30B. DATE	30C. GSA APPROVING OFFICIAL'S PHONE NUMBER
30D. GSA APPROVING OFFICIAL'S NAME		31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)
30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS		
32A. CERTIFICATE OF COMPLETION SIGNATURE	32B. SIGNER'S NAME *(Type or Print)*	32C. COMPLETION DATE

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Figure 12D-71 GSA-2957, Reimbursable Work Authorization Page 2

INSTRUCTIONS

GENERAL: Keep a copy for your record and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	**Enter date of work request.**
2.	**For GSA Use Only** Enter Reimbursable Work Authorization Number.
3.	**For GSA Use Only** Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter "Department of the Treasury, Internal Revenue Service."
5.	Enter location where work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including contact name, telephone number, address, fax number, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Enter a description of the requirements sufficient to demonstrate a bona fide need. The bona fide needs rule is statutory (31 U.S.C. § 1502) and is defined in the GAO's *Principles of Appropriations Law* (Red Book) as follows: A fiscal-year appropriation may be obligated only to meet a legitimate, or *bona fide*, need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11) Because obligation occurs when GSA accepts a customer's funds, there must be a documented bona fide needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, a **specific, definite and concise** description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: I=Interfund, P=Prepaid, O=Intergovernmental Payment and Collection (IPAC)/Intergovernmental Transfer System (IGOTS), N=Non IPAC/IGOTS, 7=Automated Credit Card, C=Credit Card. **(If billing type "C" is selected, the customer must register through the Department of the Treasury's PAY.GOV system.)**
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly.
10A.	Enter the eight (8) character agency location code. (Treasury Pay-Station Designator)
10B.	**DOD IPAC Only.**
10C.	**Mandatory for Internal Revenue Service Customers; optional for all others.** Enter the appropriate Requisition ID number.
11.	Enter requested project start and completion dates. **NOTE: This should not be used as the agreed upon contractual award date. Please see Block 24A and instructions.**
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	**This data will print on most billings.** Enter agency accounting information (limited to 130 characters). For GSA Internal/ Interfund customers, the agency accounting data should include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: • Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made. • Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year. • No Year - Funding available for obligation without fiscal year limitation.
13D.	Enter the expiration date of the *obligational authority* for the funds if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2007, the expiration date entered would be 9/30/2007. **Do not complete this block if a no year appropriation is marked in Block 13C.**
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	**For Ordering Agency Use Only.** Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings).
14A.	Enter the contact e-mail address for agency billings.
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.
15A-D.	Enter the credit card number, expiration date, type of card, and cardholder name. You may also phone the appropriate GSA-PBS official with this information.
16A.	Enter signature of authorized Agency representative, certifying the validity of the order form and the availability of funds.
16B.	Enter date form was signed.
16C-E.	Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

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Figure 12D-71 GSA-2957, Reimbursable Work Authorization Page 3

GSA Internal Customer or Interfund Customer

17. Enter the two (2) character Fedcode.

18. Mandatory for all General Services Administration internal customers. Enter the eight (8) character Pegasys Document number.

19. Enter the Pegasys accounting line number. This field is optional and is limited to two (2) characters.

20. Enter four (4) character fund code.

21. Enter one (1) character interfund year. This is the last position of the fund code entered in Block 20.

General Services Administration/Public Buildings Service

22. Enter Project Control Number.

23A. Enter summary-level GSA organization code.

23B. Enter the lease number (if applicable).

23C. Check the appropriate budget activity code.

23D. Enter the four (4) character work item number used to track repair and alteration tasks.

23E. Enter the six (6) character Billed Office Address Code (BOAC).

23F. Enter the correspondence symbol.

23G. Enter the four (4) character Agency Bureau Code.

24A. Enter the date of contractual award agreed-upon by GSA-PBS and the Requesting Agency. Per GSA acquisition policy, GSA-PBS has a "reasonable time, based on the complexities of the requirement," to contractually obligate funds accepted from a Requesting Agency."

24B. Enter the mutually agreed-upon completion date.

25. Enter a brief project description (limited to 25 characters).

26. Check the appropriate action block.

27. Check as appropriate.

28A-F. If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.

29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.

30A. Enter the signature of the GSA approving official.

30B. Enter the date of signature.

30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.

31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS).

32A-C. Enter the certification of completion signature, certifying name, and completion date.

Figure 12D-71 GSA-2957, Reimbursable Work Authorization Page 4