

## **Supply Fund Memorandums of Understanding (MOU) and Interagency Agreements (IA)**

### **1. PURPOSE:**

This bulletin provides Department of Veterans Affairs (VA) Supply Fund policy regarding the required information that should be contained in Memorandums of Understanding (MOUs) and Interagency Agreements (IAs).

### **2. BACKGROUND:**

To ensure both the proper receipt and payment of funds by the Supply Fund, all Supply Fund-related MOUs and IAs initiated by an OA&MM activity, except 1VA+ Fund agreements, must receive approval from the OA&MM Deputy Assistant Secretary (DAS) (049).

### **3. MOU AND IA PROCEDURES:**

Before the MOUs and the IAs are submitted for approval, the following information must be identified in the document or as an attachment:

- a. Total funding amount to be received or paid by the Supply Fund.
- b. A clear identifier relating to the party with which the agreement is being initiated.
- c. Specific purpose for which the agreement is being initiated.
- d. Fiscal year quarter(s) for which funds are to be received or paid by the Supply Fund.

For multi-year agreements, a statement indicating that the Supply Fund must be reimbursed for services every year beyond the initial year of the agreement. This statement should also contain the annual amount for each for the years beyond the initial year of the agreement. For amounts paid from annual funds, the caveat "subject to the availability of funds" must be incorporated.

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- e. Billing information, to include contact points and method of reimbursement, e.g., IPAC.
- f. Starting and termination dates of the MOU or IA.

1VA+ Fund agreements should be processed in accordance with VA Handbook 7127/3.

**4. RESPONSIBLE OFFICES:**

The principle offices consist of four Office of Acquisition and Materiel Management (OA&MM) locations: VA Central Office (VACO), Denver Acquisition and Logistics Center (DALC), Fort Detrick, and National Acquisition Center (NAC).

**5. REFERENCES:**

OF Bulletin 05GA1.01, OF Bulletin 05GA1.03, MP-4, Part V, Chapter 2F, MP-4, Part 5, Chapter 7, VA Handbook 7172/3.

**6. QUESTIONS:** Questions concerning this bulletin should be addressed to:

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