



ITA Accounting Memorandum 2006-09

JUN 06 2006

MEMORANDUM FOR: International Trade Administration
FROM: Leslie Hyland, Director of Accounting and Financial Systems
SUBJECT: Participation Agreements (Form ITA-4008P)

The process for providing services to a customer for a fee is a business process that includes the following steps:

- Negotiation of services to be provided to a customer and fees to be paid;
- Collection of fees from the customer;
- Obligation of funds for the cost of services to be provided;
- Execution of a Participation Agreement.

The key participants in the above process include program area officials, resource coordinators, and the Office of Financial Management.

The purpose of this memorandum is to emphasize that all arrangements for the provision of products or services to customers must be documented by properly executed Participation Agreements.

While a Participation Agreement is an important program management tool, it is primarily an accounting document, designed to provide a basis for the billing, collection, and eventual use of funds for the provision of products or services. Without a properly executed Participation Agreement, there is no underlying legal basis for collection of fees and spending of funds for customer products or services.

Once an agreement is reached for providing products or services to a customer, a fully completed Participation Agreement must be prepared and signed by both the customer and an ITA official. Services should not be provided to a customer until the Participation Agreement is executed and the participation fee is collected. A copy of the signed Participation Agreement should be retained in the local ITA files and a copy should be sent to the Office of Financial Management at the following address:

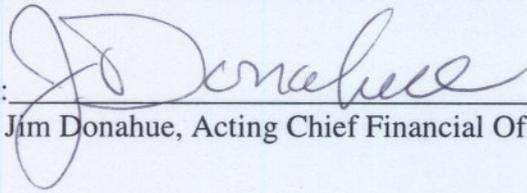
ITA Office of Financial Management
c/o National Business Center
Products and Services
Attn: Collections
Mail Stop D-2761, ITA
P.O. Box 272025
Denver, CO 80227-9025



Policies and procedures for depositing collections are currently under review and will be issued in an ITA Accounting Memorandum. In the interim, collections should be deposited in accordance with policies and procedures contained in the ITA Office of Financial Management webpage.

If you have any questions, or need additional information, please contact Crystal Bush at 202-482-8365 or at Crystal.Bush@mail.doc.gov.

Cleared:

A handwritten signature in blue ink, appearing to read "Jim Donahue", written over a horizontal line.

Jim Donahue, Acting Chief Financial Officer