

# INTRABUDGET ACTIVITY AUTHORIZATION (IBAA)

## SECTION I - FUNDING ORGANIZATION AUTHORIZATION

1. IBAA NUMBER	2. BUDGET ACTIVITY CODE	3. PROJECT NUMBER	4. LEASE CONTRACT NUMBER	5. FUNCTION CODE			
			G S B	0 0			
6. AGENCY BUREAU CODE	7. WORK ITEM NO.	8. PROJECT NATURE (Define in 25 characters or less)					
4 7 1 5							
9. CONTACT (Name and complete address, including ZIP code)			10. WORK LOCATION (Building name and complete address)				
11. CONTACT'S TELEPHONE NUMBER(S)	12. DATE REQUEST SUBMITTED	13. REQUESTED WORK/SERVICE DATES	a. START DATE		b. COMPLETION DATE		
			Month	Day	Year	Month	Day
14. WORK DESCRIPTION (If additional space is required, continue on plain paper)							

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## SECTION II - ESTIMATE BY ACCOMPLISHING ORGANIZATION

15. PRICE QUOTATION										16. BUILDING NUMBER									
FUNCTION CODE (a)	ESTIMATED FORCE ACCOUNT WORK-HOURS (b)	ESTIMATED COSTS						TOTAL ESTIMATED COST (j)											
		LABOR		MATERIALS		OTHER													
		O/C (c)	AMOUNT (d)	O/C (e)	AMOUNT (f)	O/C (g)	AMOUNT (h)		17. ORGANIZATION CODE										
18. ACTION TYPE								19. TWENTY-FIVE PERCENT (25%) LIMITATION \$											
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20. TYPED NAME AND TITLE OF ACCOMPLISHING ORGANIZATION OFFICIAL								SIGNATURE				DATE SIGNED							
21. TYPED NAME AND TITLE OF CONCURRING OFFICIAL								SIGNATURE				DATE SIGNED							

## SECTION III - FUNDING ORGANIZATION APPROVAL

22. TYPED NAME AND TITLE OF APPROVING OFFICIAL								SIGNATURE				DATE APPROVED			
23. TYPED NAME AND TITLE OF CERTIFYNG OFFICIAL								SIGNATURE				DATE WORK CERTIFIED AS COMPLETE			

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