

CHECKLIST for LDP REGISTRATION

Non-Credit Card Payment



SIGNED Funding Document

(Can be a MIPR, SF-182, IAA form 7600a&b, or an agency specific form. The below 4 pieces of financial information- ALC, TAS, DUNS/BPN, & funding string must be on the form in addition to the specific accounting string of the allocated funds. There may not be a specific box for these codes but they are required.)

Agency Locator Code

(ALC. This is an 8-digit number than starts with your Agency ID number, unless you are from a DoD agency. It does not change from year to year)

Treasury Accounting Symbol

(TAS. This is the number indicating what appropriation the funding is coming from. It has 3 parts, Agency ID #, Fiscal Year, and subdivision. You should be able to get this from your contracting office or financial POC. Example- 024.16.4571)

DUNS / BPN

(This is usually a 9-digit number for non-DoD agencies and is the number you are registered in SAMS with.)

Funding String

(This is the funding line allocated by contracting. It may be a long string of numbers or simply a PO number.)

OPM Eastern Management Development's

ALC: 24000001 **Funding INFO**

TAS: 024 X 4571.024 (some systems may omit the zero's)

DUNS: 045252405

(may show in your system with a 239 Lowe Dr. Address,
this *IS* the correct vendor)

CAGE: 1QRE5 (for DoD agency use. We don't have a DoDAAC)

Tax ID / EIN: 51-1136517