

Payment Checklist

Accepted Payment Types

Payment can be made using any of the following methods*:

1. Credit Card**
2. Agency Purchase Order
3. SF-182
4. Military Interdepartmental Purchase Request (MIPR)
5. Interagency Agreement (IAA)
6. Agency/Company Check**
7. Agency Specific Funding Document (Not Listed Above)

* Intra-Governmental Payment and Collection (IPAC) is used to process all tuition payments from federal agencies sending students to our programs with the exception of payments made via credit card or check. IPAC provides a standardized interagency fund transfer instrument for Federal Program Agencies (FPAs). IPAC facilitates the intragovernmental transfer of funds from one agency to another with standardized descriptive data.

** Non-federal employers, to include Private Sector, International, State and Local governments must use one of these methods of payment.

Information needed to streamline the IPAC payment process

In order to be used as a procurement document for payment processing, the SF-182 or other funding document **MUST** include all of the following information*:

1. Complete Appropriation Fund/Line of Accounting
2. Document/Purchase Order/Requisition Number (e.g. IAA Number, MIPR number, P.O. Number, etc.)
3. Agency Location Code (ALC)
4. Treasury Account Symbol (TAS)
5. Fiscal Station Number (FSN) – DoD Agencies Only
6. Approval Signatures (Authorizing the Training and Funding)

Below is additional optional information that we request for your finance department and or finance department point of contact as it too helps to streamline the payment processing:

1. Full Name
2. Email Address
3. Phone Number
4. Billing address

* If paying with a government purchase card, please complete and return a [credit card authorization form](#).