



National Aeronautics and Space Administration

Off-the-Shelf Training Purchase Order

1. Order Number: H-	2. Date:
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3. Document Control Number (DCN):	3A. Supplemental No.:	4. Accounting Data:
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5. To: (Vendor name, address, and phone number)	6. Issued by: _____ Telephone: _____
	7. Employee Development Manager/Assistant: Name: _____ Telephone: _____

8. Reference your phone quote:	9. Mail invoice in triplicate to: NASA/MSFC ATTN: Janice Burns BF50, Financial Management Office Marshall Space Flight Center, AL 35812 (256) 544-2654
Please furnish the training described according to the terms specified including provisions on the reverse. This purchase is negotiated under the authority of the Training Act of 1958 (5-USC 4101-4118).	<i>Invoice must be received within 30 days after training is completed. See attached for payment information.</i>

10. Changes Cancellations coordinated with (Vendor Name, Phone Number, Date)

11. Description	Amount
Course Title:	
Date(s):	
Training Facility:	
Location:	
Number of Attendees:	
Total Amount	

12. Training Ordering Official (Name and Title): _____ (Signature) _____ (Date)	13. Approving Official (Name and Title): _____ (Signature) _____ (Date)
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14. Budget Status: Commitments: _____ Plus/Minus this Action: _____ Total Commitments: _____	15. Fund Certification: I certify that funds in the amount of _____ (plus \$100.00 or 10% not to exceed \$250.00) are available under appropriation _____ to cover the items listed on this document. _____ (Signature) _____ (Date)
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16. Certification of Performance of Services: _____ (Signature) _____ (Date)	<input type="checkbox"/> Is Final Billing. For Payment Please Use <input type="checkbox"/> Is Not This Date: _____
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INSTRUCTIONS FOR MSFC FORM 4120

USE OF TRAINING FORM

This training form is to be used for the purchase of Off-the-Shelf Training under the Government Employees' Training Act. The procurement of a new training course which must be developed to fulfill a specific NASA need should be procured through the Procurement Office in accordance with existing policies and procedures.

STOP ACTION/CANCELLATION

The Government reserves the right to stop or cancel an in-process training course. When such action arises, the Government's liability shall be limited to a pro rata portion of the course price based upon the percentage of completion.

The Government shall exercise such right of cancellation only in the event facilities or participants are unavailable or the instructor is deemed unacceptable.

ELECTRONIC FUNDS TRANSFER PAYMENT METHODS

Payments under this order will be made by the Government either by check or electronic funds transfer through the Treasury Financial Fedline Payment System (FEDLINE) or the Automated Clearing House (ACH), at the option of the Government. After award, but no later than 14 days before an invoice or vendor financing request is submitted, the vendor shall designate a financial institution for receipt of electronic funds transfer payments, and shall submit this designation to the Training Officer or other Government official, as directed.

- (a) For payment through FEDLINE, the vendor shall provide the following information:
 - (1) Name, address, and telegraphic abbreviation of the financial institution receiving payment.
 - (2) The American Bankers Association 9-digit identifying number for wire transfers of the financing institution receiving payment if the institution has access to the Federal Reserve Communications System.
 - (3) Payee's account number at the financial institution where funds are to be transferred.
 - (4) If the financial institution does not have access to the Federal Reserve Communications System, name, address, and telegraphic abbreviation of the correspondent financial institution through which the financial institution receiving payment obtains wire transfer activity. Provide the telegraphic abbreviation and American Bankers Association identifying number for the correspondent institution.
- (b) For payment through ACH, the vendor shall provide the following information:
 - (1) Routing transit number of the financial institution receiving payment (same as American Bankers Association identifying number used for FEDLINE).
 - (2) Number of account to which funds are to be deposited.
 - (3) Type of depositor account ("C" for checking or "S" for savings).
 - (4) The vendor shall submit a Standard Form 3881 to MSFC. If a Standard Form 3881 previously submitted to MSFC is still valid, resubmittal is not necessary, unless requested.
- (c) In the event the vendor, during the performance of this order, elects to designate a different financial institution for the receipt of any payment made using electronic funds transfer procedures, notification of such change and the required information specified above must be received by the appropriate Government official 30 days prior to the date such change is to become effective.
- (d) The documents furnishing the information required in this clause must be dated and contain the signature, title, and telephone number of the official of the vendor authorized to provide it, as well as the vendor's name.
- (e) Vendor failure to properly designate a financial institution or to provide appropriate payee bank account information may delay payments of amounts otherwise properly due.

BILLING INSTRUCTIONS

Invoice must be received within 30 days after training is completed.

Mail invoice in triplicate to:

NASA/MSFC
ATTN: Janice Burns
BF50, Financial Management Office
Marshall Space Flight Center, AL 35812
For All Inquiries Call: (256) 544-2654