The purpose of this Training Memorandum of Agreement (MOA) is to authorize GSA’s Office of Real Property Utilization and Disposal to accept payment from and to provide real estate related training to the authorized employees of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

 *(said agency)*

Payment will be accepted from authorized attendees, using their agency’s GSA SmartPay Purchase Card\* for the following training class:

Class: Real Property Utilization and Disposal Training Class

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* authorizes the following employees to register and attend:

 *(agency authorizer’s name)*

(attendee’s name)

(attendee’s email address)

(attendee’s telephone number)

(attendee’s name)

(attendee’s email address)

(attendee’s telephone number)

(attendee’s name)

(attendee’s email address)

(attendee’s telephone number)

(attendee’s name)

(attendee’s email address)

(attendee’s telephone number)

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Budget Contact Email and Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Bureau Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Treasury Account Symbol (TAS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The AB Code and TAS, if known can speed up the process. They may be gotten from the agency budget office.)

The cost for an individual to attend one training class in the Continental U.S. is $450.00, paid prior to the class. Please complete this MOA and the yellow highlighted sections in the attached GSA\_3602B-PD for payment with a GSA Smart Pay Purchase Card. Submit to gary.jordon@gsa.gov.

This MOA will remain in effect unless one of the parties provides its determination to terminate in writing to the other party, prior to the scheduled class or upon attendee completing the class and the completion of the payment transaction. For any questions, contact Gary Jordon on 202-841-6995 or gary.jordon@gsa.gov

**\*How to identify a GSA SmartPay Purchase Card:**

* Cards may be either a VISA or a MasterCard. Visa cards will begin with 4486, 4614 or 4716. MasterCard cards will begin with 5568, 5567 or 5565.
* Cards may be issued by Citibank, JPMorgan Chase Bank, or U.S. Bank.

For more info go to: <https://www.smartpay.gsa.gov/businesses-vendors/accepting-smartpay/card-recognition>