

- One form should be submitted for each funds commitment document (8XXXXXXXXX)
- WCF Funds Commitment Document Helpful Hints
 - One line must be created for each Cost Center, Fund, WBS, GL Account combination
 - Required GL Accounts
 - » NSSC Services – 6100.2511: OPEXP Contract Management and Professional Support Services
 - » Training Purchases – 6100.2527: Training for Civil Servants
 - » IT Business Services – 6100.2572 – IT Operation and Maintenance of Equipment
 - » Note: Funding for all three of these items can't be submitted on the same funds commitment document line item due to different GL accounts.

– Required Vendor Numbers

- » NSSC Services and Training Purchases – 139217
- » IT Business Services (ITBS – formerly I3P) – Effective February 1, 2016
 - 167746 – ITBS – ACES
 - 167748 – ITBS – EAST2 (includes eForms)
 - 167749 – ITBS – NETWORKX
 - 167750 – ITBS – NICS
 - 167751 – ITBS – WESTPRIME
 - 169067 – ITBS – IT Services (includes eForms only for Adobe and MITS II)