Professional Liability Insurance Directions:

Download [OF-1164](OF-1164)

Fill out the following information:

1. Fill out box 1 (e.g. USDA-ARS-NADC)
2. Skip box 2 and 3
3. Fill out box 4a, 4c and 4d; skip box 4b.
4. Skip box 5
5. Box 6
   a. Box 6a Enter Date of form (xx/xx month/day)
   b. Box 6b use the letter C
   c. Box 6c Enter: Professional Liability Insurance with start date of policy
   d. Box 6d Enter: Paid in Full – ½ Insurance Reimbursement
   e. Skip box 6e, 6f, 6g, 6h
   f. Box 6i Enter the ½ of the entire total of the insurance premium to be reimbursed (include all line items, ie. surplus lines tax, administration fee)
   g. Contact Financial Technician for Accounting Information that will include the following categories: (this can be entered on the sheet towards the bottom in Box 6c
      i. Account
      ii. WBS
      iii. Cost Center
      iv. Fund
      v. Budget Period
      vi. BOC
      vii. Vendor ID (Employee ID provided by Financial Tech)
6. Box 7 should automatically total
7. Box 8, leave blank
8. Box 9, leave blank
9. Box 10, digital or sign document
10. Box 11a-11c leave blank
11. Box 12 leave blank
12. Accounting classification, can enter the above information in this area as well:
    a. Account
    b. WBS
    c. Cost Center
    d. Fund
    e. Budget Period
    f. BOC
    g. Vendor ID
13. Send OF-1164 and Receipt of Policy to Area Office for signature
14. Once Area Office Returns form, upload into AFMCSP Customer Portal under Budget Requests
    a. Choose Payment/Deposit Request, 1164
    b. Once form opens, select the drop down for Subcategory and change to "OF-1164s"
    c. From there fill out all information that was gathered to the from.
    d. Once submitted, upload OF-1164 and copy of policy receipt into portal.