

INTRA-DEPARTMENTAL DELEGATION OF AUTHORITY (IDDA)		
1. IDDA VOUCHER NO.	2. APPROPRIATION SYMBOL	3. AMOUNT
4. ISSUING BUDGET OFFICE		5. ISSUING ACCOUNTING OFFICE <input type="checkbox"/> CDC <input type="checkbox"/> FDA <input type="checkbox"/> HCFA <input type="checkbox"/> NIH <input type="checkbox"/> PSC
		6. DATE ISSUED
7. RECEIVING BUDGET OFFICE		8. RECEIVING ACCOUNTING OFFICE <input type="checkbox"/> CDC <input type="checkbox"/> FDA <input type="checkbox"/> HCFA <input type="checkbox"/> NIH <input type="checkbox"/> PSC
		9. EFFECTIVE DATE
10. DETAILS OF DELEGATION OF AUTHORITY		
11. ISSUING BUDGET OFFICER SIGNATURE		12. NAME AND TITLE <i>(Typed)</i>

HHS-330 INSTRUCTIONS

1. **IDDA VOUCHER NUMBER:** Enter the IDDA voucher number. At a minimum this should include the one-digit OPDIV code, a four-digit fiscal year and a three-digit sequential number of the IDDA. The Budget Office assigns this number.
2. **APPROPRIATION SYMBOL:** Enter the Treasury Account Fund Symbol (TAFS) including the fiscal year indicator.
3. **AMOUNT:** Enter the IDDA amount.
4. **ISSUING BUDGET OFFICE:** Enter the name of the issuing budget office.
5. **ISSUING ACCOUNTING OFFICE:** Check the box for the issuing OPDIV accounting office.
6. **DATE ISSUED:** Enter the date issued.
7. **RECEIVING BUDGET OFFICE:** Enter the name of the receiving budget office.
8. **RECEIVING ACCOUNTING OFFICE:** Check the box for the receiving OPDIV accounting office.
9. **EFFECTIVE DATE:** Enter the effective date.
10. **DETAILS OF DELEGATION OF AUTHORITY:** Enter the public law that authorized the appropriation that is used in this IDDA agreement, a description of how the funds are to be used and a listing of any accompanying documents.
11. **ISSUING BUDGET OFFICER SIGNATURE:** Enter the signature of the issuing budget officer.
12. **NAME AND TITLE:** Type the name and title of the issuing budget officer.