Please read before downloading and submitting the SF-1.

The **SF-1 (Printing and Binding Requisition)** is the basic form used to requisition printing, binding, and related services from the GPO. It is required (1) to request individual (one-time) printing requirements; (2) to request the establishment or renewal of a term contract; (3) to place work on general usage term contracts; and (4) to establish a SPA.

Important information

The **Treasury Accounting System (TAS)** and **Business Event Type Code (BETC)** is a code of data used in the **Central Accounting Reporting System (CARS)** to indicate the type of activity being reported, such as payments, collections, etc. The BETC must always accompany the TAS in order to classify the transaction against the fund balance with Treasury.

CARS reporting agencies are required to submit their agency's Component **TAS** and **BETC** in order to properly process their billings through the U.S. Department of Treasury IPAC system. If you are submitting an **SF-1** on behalf of one of these agencies, the Component **TAS** MUST be included on the SF-1. Please enter this information in the field "**Treasury Accounting Symbol (TAS)**". Information entered in this field will appear on the **IPAC** statement.

The **Line of Accounting (LOA)** is an identification code assigned by the customer agency doing business with GPO. It provides reference information to the agency's original obligating document and is used to verify that billings are properly charged. The **LOA** is a variable length, alpha-numeric code.

The agencies listed in the **Additional Agency LOA and Accounting Information** require an **LOA** or other accounting information in order to properly process their billings. If you are submitting an **SF-1** on behalf of one of these agencies, the **LOA** or other accounting information MUST be included on the **SF-1**. Please enter this information in the field "**Line of Accounting/Document Reference Number**." Information entered in this field will appear on the IPAC statement. In addition, please include your email address and phone number (commercial) in the "**Additional Information**" field at the bottom of the form. Incomplete data may delay processing your request.

Some agencies require two Lines of Accounting. If your agency is one of those, enter the second **LOA** in the "**Additional Information**" field on the **SF-1**.

If your agency is not listed here or you have an LOA code, download the **SF-1**.

For an easy to use reference guide download the **SF-1 Instructions**.

If your agency is listed in the Additional Agency LOA and Accounting Information, review for additional information.

Incomplete data may delay processing your request.

Contact your **GPO Customer Services team or regional office** if you need further assistance.

If your agency changes its accounting requirements for billing please contact **requestnewbac@gpo.gov**.

Additional Agency LOA and Accounting Information

BAC Series	Organization	Requires LOA
3110	Office of Management and Budget (OMB)	Yes
3410	USDA - Forest Service	Yes
3710	United States Army	Yes
3510	Commerce - NIST	Yes
3510	Commerce - NOAA	Yes
4000	Education	Yes
4210	Housing and Urban Development (HUD)	Yes
4310	Interior - Bureau of Indian Affairs	Yes
4310	Interior - Bureau of Land Management	Yes
4310	Interior - Bureau of Reclamation	Yes
4310	Interior - US Geological Survey (USGS)	Yes
4310-82	Interior-NPS-Harpers Ferry Center	Yes
4710	State	Yes
4910	Transportation	Yes
	Includes: Federal Aviation Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration, Federal Railroad Administration, Federal Transit Administration, Maritime Administration, National Highway Traffic Safety Administration, Office of Inspector General, Office of the Secretary of Transportation, Pipeline and Hazardous Materials Safety Administration, Saint Lawrence Seaway Development Corporation	
4810	Treasury - Bureau of Public Debt	Yes
4910	United States Coast Guard	Yes
5000, 5001	DLA Document Services	Yes
6051	Peace Corps	Yes
6325-01	OPM	Yes
6820	General Services Administration	Yes
	Health and Human Services **Includes:**	
	Agency for Healthcare Research and Quality	
4169-08	AHRQ	Yes
4169-24	AHRQ	Yes
4169-27	AHRQ	Yes
	Food and Drug Administration	
4164-D1	CDER	Yes
4169-25	CDER	Yes
4169-01	CFSAN	Yes
4169-04	CFSAN	Yes
4169-09	CFSAN	Yes
4169-12	CDRH	Yes
4169-18	OWH	Yes

Additional Agency LOA and Accounting Information (continued)

BAC Series	Organization	Requires LOA
	Health Resources and Services Administration	
4169-03	HSB	Yes
4169-05	HSB	Yes
4169-13	HSB	Yes
4169-26	HSB	Yes
4169-14	MCHB	Yes
4169-33	MCHB	Yes
	Office of the Secretary	
4155-01	OWH	Yes
4155-03	OWH	Yes
4151-97	OWH	Yes
4155-02	OWH	Yes
4155-09	OWH	Yes
4155-11	OWH/REGION V	Yes
4151-95	ASPA	Yes
4151-96	ASPA	Yes
4155-AA	ASPA	Yes
4155-06	ASPA	Yes
4155-08	ASPA	Yes
4155-04	OPA	Yes
4155-05	ODPHP	Yes
	Substance Abuse and Mental Health Services Administration	
4169-11	CMHS	Yes
4169-10	CMHS	Yes
4169-07	OA	Yes
4169-34	OAS	Yes
9110-08	Homeland Security - CIS	Yes