



## **CIRCULAR LETTER NO. 1111**

July 5, 2023

TO: Publishing and Printing Officials of the Federal Government

SUBJECT: Open Requisitions (SF-1) for Non-Congressional Orders, Fiscal Year 2024 (FY24).

This letter provides notice that the time has come to submit open requisitions for FY24.

Requisitions must be submitted for items such as continuance of existing term contracts, Simplified Purchase Agreement (SPA) contracts, task order contracts, orders for dated periodicals, mailings handled by Publications and Information Sales, orders for blank paper and materials for the Government Publishing Office (GPO) control section, and standing rider orders for materials ordered by other agencies on a continuing basis.

Please include only requisitions for non-Congressional materials when responding to this notice. GPO will issue separate Circular Letters for Congressional materials, Federal Register, and Code of Federal Regulations. The process for submitting SF-1s for these materials are collected in a different location which will be specified in these subsequent Circular Letters.

Please send requisitions to GPO by August 1, 2023.

GPOExpress and GPO Online Paper Store customers: If a renewal form is required to be completed for these contracts, you will receive a separate email from GPO with instructions and any required renewal form(s).

Washington, DC and Regional customers: The preferred method for submitting requisitions is online at <https://publish.gpo.gov>. Registered Publish users can select Miscellaneous/Others for product type and enter "FY24 Open Requisition" and the program number or name in the Product Title field. To register with Publish visit <https://publish.gpo.gov/register>. Contact our National Account Managers at [NAM@gpo.gov](mailto:NAM@gpo.gov) if you need assistance registering

or submitting open requisitions with Publish.

Washington, DC customers: You may also e-mail an SF-1 to [requisitions@gpo.gov](mailto:requisitions@gpo.gov) , include “FY24 Open Requisitions” in the email subject line. If you cannot use Publish or e-mail, requisitions may be faxed to GPO COMSTAT on 202-478-1762.

Regional customers: You may also email SF-1s for existing term contracts and SPA contracts with any of GPO’s Regional Teams at the corresponding email address as provided on GPO’s website at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC area headquarters Printing Officers before submitting paperwork to GPO to avoid order duplication.

The date established for submission allows sufficient time for GPO to process orders and to provide timely feedback to agencies including communicating the FY24 jacket number assigned by GPO prior to the start of FY24. Open requisitions received after the requested date will be processed in the order they are received. Failure to submit an FY24 open requisition by October 1, 2023 will result in a funding lapse for your current contract.

#### TO SUPPORT SUCCESSFUL PROCESSING OF REQUISITIONS

The following information should be submitted for your open requisition:

- Requisition numbers for Fiscal Year 2024 should begin with the prefix 4 (e.g., 4-00001).
- The previous year's requisition number and jacket number. This information is used to cross-check that all your requirements are in. If your requisition is for a new requirement, please indicate so.
- In the Classification section, fill out the critical fields for Classified, SBU (Sensitive but Unclassified), and PII (Personally Identifiable Information) which help GPO identify if the procurement has special requirements for security, controlled handling, etc.

#### TO SUPPORT THE FINANCIAL AND BILLING PROCESS

On the open requisition, please use the proper fields (or the additional information

block) to indicate:

- If credit card payment will be used for orders.
- Line of Accounting (LOA) information, if this information is mandatory for agency payment processing.
- For all IPAC transactions, the Department of Treasury requires agencies to provide a Component Treasury Account System (TAS) and Business Event Type Code (BETC) commonly referred to as TAS/BETC. Refer to GPO Circular Letter No. 882, dated April 16, 2013.
- Names, email addresses, and/or phone numbers for the agency's financial personnel, whom GPO may contact if any billing issues occur.
- Billing Address Code (BAC) to properly identify the ordering agency. NOTE: The BAC provided will be used throughout FY24 for a specific term contract. If multiple bureaus will place orders on the same term contract, submit a separate requisition form for each BAC.
- Any additional information that will support the billing process.

Inquiries about open requisitions can be directed to Ms. Kariane Smith, Assistant Manager, Publishing Support Services, at [requisitions@gpo.gov](mailto:requisitions@gpo.gov) , or if applicable, direct questions to the manager of the GPO Regional Team that administers your contract.

If you have any questions concerning Congressional materials or Congressional Publishing Services, please contact at [cps@gpo.gov](mailto:cps@gpo.gov) .

Sincerely,

TED PRIEBE  
Acting Managing Director