

Circular Letter No. 1134**July 15, 2024**

To:
Publishing and Printing Officials of the
Federal Government

Subject:
Open Requisitions (SF-1) for Congressional
Materials, Fiscal Year 2025 (FY25)

This letter provides notice that the time has come to submit open requisitions for FY25 Congressional Materials.

Please review the two page “Congressional Materials” enclosure for important ordering information about specific publications. Please include only requisitions for Congressional Materials when responding to this notice. GPO will issue separate Circular Letters for non-congressional orders as well as Federal Register and Code of Federal Regulations to be collected separately by GPO.



Please send requisitions to the Government Publishing Office (GPO) by **July 31, 2024**.

The preferred method for submitting requisitions is to e-mail them to **CPS@gpo.gov** with “Congressional Materials” in the subject line. If you cannot use e-mail, requisitions may be faxed to Congressional Publishing Services on 202-512-1101.

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

The date established for submission allows sufficient time for GPO to process orders and to provide timely feedback to agencies.

TO SUPPORT SUCCESSFUL PROCESSING OF REQUISITIONS

The following information must appear on each SF-1:

- Requisition numbers for FY25 should begin with the prefix 5 (e.g., 5-00001). If needed, requisition numbers can have up to an additional 11 characters, alpha and/or numeric, to assist agencies in identifying the order on the GPO invoice (e.g., 5-00001TXR60001234).
- 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.
- The total quantity of each product and the quantity totals indicated on distribution lists should agree.
- Delivery address, name, and telephone number of person indicated on distribution list should be complete and have been verified as current. This will help avoid the loss or non-delivery of your products.
- Ordering agencies must specify a single address per requisition and all copies will be shipped in bulk to that address. It is then the agencies' responsibility to redistribute them to individual offices. Please carefully indicate quantities of each item required.

TO SUPPORT THE FINANCIAL AND BILLING PROCESS

GPO can now support G-Invoicing (GINV) Advance (GPO GINV Deposit Accounts) and Non-Advance Orders using Standard Order Processing. If you would like to transition your current billing method to GINV, contact GPO's GINV Team at GINV@gpo.gov. More information is available on GPO's website at <https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>

On the SF-1, please use the proper fields (or additional information block) to indicate:

- When filling out the open requisition, the preferred payment method should be notated on the open requisition using the proper fields.
- Billing Address Code (BAC) to properly identify the ordering agency. NOTE: The BAC provided will be used throughout the fiscal year. If multiple bureaus place orders a separate open requisition (SF1) must be submitted for each BAC.
- For agencies already using GINV with GPO, enter the correct GT&C, Order, Line, and Schedule numbers to ensure correct billing.
- Check the purchase card box if a purchase card will be used throughout the fiscal year. Indicate the purchase card number, expiration date, name as it appears on the purchase card, and phone number of the cardholder.

- Line of Accounting (LOA) information must be provided if required for agency payment processing.
- The Department of Treasury requires agencies to provide a Component Treasury Account System (TAS) and Business Event Type Code (BETC) for all IPAC transactions.
- In the Additional Information field, provide contact information for your agency's financial personnel, including name, email address, and phone number if any billing issues occur.
- Also include any additional information that will support the billing process.

Inquiries concerning the ordering of Congressional materials may be directed to Jim Ballou, Congressional Publishing Services, on 202-512-0224.

Please inquire about open requisitions on materials not listed in the enclosure by calling Kariane Smith on 202-512-1382. For further reference, see separate Circular Letters addressing GPO's order collection for non-congressional materials, Federal Register and Code of Federal Regulations. Circular Letters are located online at <https://www.gpo.gov/how-to-work-with-us/agency/circular-letters>.

Sincerely,



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Managing Director, Customer Services

Enclosure (two pages)

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Congressional Materials

Congressional requisitions should be submitted to GPO by July 31, 2024. Requisitions received after this date will not be processed.

Before selecting Congressional materials, please review your needs and consider utilizing Govinfo in lieu of ordering paper products. All of the products listed below are available on Govinfo (<http://www.govinfo.gov>) *with* the exception of the House and Senate Telephone Directories (under "Special Items"). Committee publications are printed at the direction of the committee.

NOTICE: An agency's appropriations may be combined with other agencies under the Deficiency and/or Supplemental Appropriations. It is the agency's responsibility to notify Congressional Publishing Services (202-512-0224) when this occurs in order to ensure proper agency distribution.

Separate SF1's should be submitted for copies of the Congressional Record and Committee Calendars.

Use the following list of categories and subject headings to order standing quantities of Congressional materials for Fiscal Year 2025. The completed GPO order form provided will be the only order form accepted by GPO, along with the department requisition. A separate requisition indicating "As ordered" (entered in the quantity block) should be submitted to request copies of individual publications and **Authorization Appropriations**. The actual quantity should be indicated at the time the order is placed when calling Congressional Publishing Services on 202-512-0224. Be sure to specify the previous year's requisition number on the "As ordered" requisitions.

Ordering agencies must specify a single address per requisition and all copies will be shipped in bulk to that address. It is then the agencies' responsibility to redistribute them to individual offices. **Please carefully indicate quantities of each item required.**

If copies of all Hearings are desired (both Appropriation and Non-appropriation) enter quantity here _____. (If different quantities are required, use the listing below and the next page.) In some cases, House and Senate Appropriations Subcommittees have been combined.

APPROPRIATION MATERIALS RELATING TO:

| | House Hearings | Senate Hearings | Bills | Reports | Laws |
|--|----------------|-----------------|-------|---------|------|
| 1. Agriculture Rural Development and Related Agencies | | | | | |
| 2. Science, Justice, Commerce and Related Agencies | | | | | |
| 3. Defense | | | | | |
| 4. Deficiency and/or Supplemental Appropriation | | | | | |
| 5. Financial Services and General Government | | | | | |
| 6. Energy and Water Development | | | | | |
| 7. State, Foreign Operations, and Related Agencies | | | | | |
| 8. Homeland Security | | | | | |
| 9. Transportation, HUD and Related Agencies | | | | | |
| 10. Interior | | | | | |
| 11. Labor, Health and Human Services, Education and Related Agencies | | | | | |
| 12. Legislative | | | | | |
| 13. Military Construction and Veterans Affairs | | | | | |

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NON-APPROPRIATION HEARINGS ONLY

| HOUSE | | SENATE | |
|---------------------------------------|--|--|--|
| 14. Agriculture | | 31. Agriculture, Nutrition, and Forestry | |
| 15. Financial Services | | 32. Armed Services | |
| 16. Budget | | 33. Banking, Housing and Urban Affairs | |
| 17. Energy and Commerce | | 34. Budget | |
| 18. Education and Labor | | 35. Commerce, Science, and Transportation | |
| 19. Oversight and Reform | | 36. Energy and Natural Resources | |
| 20. House Administration | | 37. Environment and Public Works | |
| 21. Foreign Affairs | | 38. Finance | |
| 22. Judiciary | | 39. Foreign Relations | |
| 23. Armed Services | | 40. Homeland Security and Governmental Affairs | |
| 24. Natural Resources | | 41. Judiciary | |
| 25. Science, Space, and Technology | | 42. Health, Education, Labor, and Pensions | |
| 26. Small Business | | 43. Small Business | |
| 27. Transportation and Infrastructure | | 44. Veterans' Affairs | |
| 28. Veterans' Affairs | | | |
| 29. Ways and Means | | | |
| 30. Homeland Security | | | |

JOINT COMMITTEE

45. Joint Economic Committee

The following subject headings indicate Congressional materials based on legislative form and include all such materials for the fiscal year, regardless of Congressional committee origin.

| | | | |
|---|--|---|--|
| 46. Public Bills and Resolutions | | 50. Public Laws | |
| 47. Reports on Public Bills and Resolutions | | 51. Private Laws | |
| 48. Private Bills | | 52. Documents (Including Presidents' Message) | |
| 49. Reports on Private Bills | | | |

SPECIAL ITEMS

| | | | |
|----------------------------|--|----------------------------|--|
| President's Messages | | Bound Congressional Record | |
| Daily Congressional Record | | | |

CALENDARS

| HOUSE | | SENATE | |
|-------------|--|--------|--|
| Monday Only | | Daily | |
| Daily | | | |