

**Circular Letter No. 1153****April 15, 2025****To:**

Printing and Publishing Officials of the Federal Government

**Subject:**

Reminder To Use Current Procurement Forms When Ordering From GPO

This circular letter serves as a reminder that GPO has updated our order forms and that customers should be using the most recent versions of these forms when submitting to GPO.



The current versions of the following forms can be found at <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards>:

- SF-1 - Printing and Binding Requisition (June 2022)
- 2511 - Print Order for Term Contracts (June 2022)
- 3001 - GPOExpress Participation Request (May 2023)
- 4044 - SPA Work Order (June 2022)

These forms were updated to:

- Include fields to capture all mandatory G-Invoicing information (GT&C / Order / Line / Schedule) necessary to comply with the Fiscal Services October 1, 2025 mandate
- Allow for self-certification by agency representatives that they have authority to obligate funding and submit orders to GPO, therefore ending the requirement for agency officials to grant signature authority to specific agency individuals

If your agency generates these procurement forms from an IT system, please coordinate with your agency's IT department to ensure that the system is updated to use the current versions of these forms.

For more information on G-Invoicing, visit the **GPO G-Invoicing webpage**.

For more information on self-certification, visit **Circular Letter 1107**.

If you have any questions concerning this circular, please contact GPO's Publishing Support Services Team at **requisitions@gpo.gov**.

Sincerely,



**TED PRIEBE**

Managing Director, Government Publishing & Print Procurement