

Circular Letter No. 1160**July 18, 2025****To:**
Printing and Publishing Officials of the
Federal Government**Subject:**
Open Requisitions (SF-1) for
Non-Congressional Orders,
Fiscal Year 2026 (FY26).

This letter provides notice that the time has come to submit open requisitions for FY26.

Requisitions must be submitted for items such as continuance of existing term contracts, 951-M 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 8, 2025**.

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).

Simplified Purchase Agreement (SPA) customers: A separate circular letter will be issued shortly with further instructions on submitting open requisitions for the SPA program.

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 "FY25 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** 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**, include “FY26 Open Requisitions” in the email subject line.

Regional customers: You may also email SF-1s for existing term 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 FY26 jacket number assigned by GPO prior to the start of FY26. Open requisitions received after the requested date will be processed in the order they are received. Failure to submit an FY26 open requisition by October 1, 2025, 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 2026 should begin with the prefix 6 (e.g., 6-00001). 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., 6-00001TXR60001234).
- 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.
- 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

The Department of Treasury is expecting that all Federal Agencies comply with G-Invoicing (GINV) requirements in FY26. G-Invoicing will replace the traditional reimbursable agreement process for Intragovernmental (IGT) Buy/Sell activity. GPO is fully prepared to support G-Invoicing.

To ensure accurate billing, please provide the following information:

- **Billing Address Code (BAC):** This code identifies the Ordering Agency. Submit a separate open requisition (SF1) for each BAC.
- **G-Invoicing Information:** Include the GT&C, Order, Line, and Schedule numbers.
- The GT&C serves as the overarching agreement between the buyer and seller.
- The Order is the fiscal year funding document, including the Line and Schedule.
- If you intend to pay by G-Invoicing in FY26 but you do not have the complete GT&C and Order numbers at the time of SF-1 submission, please enter the GT&C number or “To Be Provided” in the G-Invoicing fields.
- **Purchase Card:** If using this payment method for the fiscal year, check the purchase card box and provide the purchase card number, expiration date, name as listed on the card, and the cardholder’s phone number.
- **Line of Accounting (LOA):** Include this if required for your agency’s payment processing.
- **Component Treasury Account System (TAS) and Business Event Type Code (BETC):** TAS/BETC information is required for legacy IPAC transactions but is not necessary if G-Invoicing information is provided.
- **Additional Information:** Provide contact information for your agency’s financial personnel (name, email address, and phone number) for assistance with billing issues. Also include any additional information that will support the billing process.

Register for one of our information sessions for more information on doing business with GPO in G-Invoicing. Registration links are on our webpage at **<https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>**

Inquiries about open requisitions can be directed to Mrs. Kariane Smith, Assistant Manager, Publishing Support Services, at **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**.

Sincerely,



JAMIE FOWLER
Managing Director,
Government Publishing & Print Procurement