

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 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 | Yes |
| 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 |

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**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 |