

**DOCUMENT NAME: Printing - GPO****DOCUMENT TYPE: 37**

1. **Description:** Printing and Binding Requisition or Print Order is used by units to request various printing, graphics, and audiovisual work from the Government Printing Office (GPO).
2. **Primary Forms:** SF-1, Printing and Binding Requisition to the Public Printer  
GPO Form 2511, Print Order
3. **Related Forms:** None.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3704904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
37	04	90	4	F	AB	001	

Note: See paragraph 7 for additional information on document numbering.

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/AB/12345/2409

6. **FINCEN Critical Processing Requirements:** Issuing units must ensure that the following information is included on each SF-1 or GPO-2511 submitted to FINCEN:
  - a. Full requisition number in requisition number block. (See paragraph 7.a. for instructions on the construction of this number.)
  - b. Jacket number in jacket number block. (Assigned by GPO)
  - c. Billing Address Code (BAC) in BAC code block. (May be obtained from GPO)
  - d. ALC 70-06-0000 must appear in the additional information block of the SF-1 and in the distribution block of the GPO-2511.
  - e. A full line of accounting must appear in the additional information block of the SF-1 and in the distribution block of the GPO-2511 or if paid by credit card, the last 6 digits of the cardholders number and date paid must be annotated on form.
  - f. The appropriate Treasury Symbol must appear in the Appropriation Chargeable block. (See Appendix B for Treasury Symbol for the appropriation cited in the line of accounting).

**7. Other Information:**

a. Both forms (SF1 and GPO-2511) have a requisition number block. GPO requires that the first digit represents the FY followed by a dash, and then a 5 digit order number (numeric characters only). Use the following numbering sequence to ensure GPO requirements are met and still provide sufficient information to properly create a Doc ID . Requisition numbers use the last digit of FY, a dash, ATU number (see Appendix C) followed by a serial number from 001 to 999, a space, then the Doc Number without the Doc Type (37), the FY (e.g., 0), or the suffix. For example, 4-36001 904FAB001 represents the first print request in FY04 where GPO will use the 4-36001 for their requisition/contract number and where the document number was 3704904FAB001. Credit Card purchases will have the same information annotated as well as the last 6 digits of the card holders number and date paid.

b. The GPO will enter this requisition number on the IPAC billing. FINCEN will spread the charge to the correct PES using the Doc ID information and adding back the Doc Type (37) and FY fields (e.g., 04).

c. On the rare occasions that an ATU may require more serial numbers beyond 999 or that an ATU wants to use multiple lines of accounting, contact FINCEN, (OGQ).

(1) SF1's do not have a special block for the print order number. If a number is used it can be annotated IAW instructions below in the Additional Information block.

(2) When submitting GPO-2511's for print orders the requisition number will remain the same as the requisition number on the SF1 for the contractor you wish to utilize.

(3) Each GPO-2511 will be given its own print order number. This print order number will be used as part of the document number. If the GPO does not give you a series of print order numbers, then begin your series with your ATU number from Appendix C. The document number for use with the GPO-2511 form will be constructed as follows: 3704 will be used to start all FY04 printing requisitions, the next two digits will represent the contract site of the FPD transmission, the next digit will be for the fiscal year chargeable, the next digit will be the last digit of the five digit contract number used in the requisition box, and the final five digits will be the print order number. EXAMPLE: 3704904136002 Represents the second print order.

(4) Print order numbers should be sequenced and should not be repeated. The document number as it will appear on the PES report should be placed at the bottom left hand corner of the GPO-2511 along with the accounting data. A copy of the GPO-2511 which will be sent to the contractor should be mailed to the FINCEN. (See paragraph 6) Another copy should be mailed to the unit requesting the printing so they will be aware of the document number to be used.

**8. FPD Information:**

a. Standard generic input is made through the Simplified Acquisitions Applet in the PO Module.

b. Obligation will transmit electronically via FPD.



**11. PES Report:**

First print request:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3708908FAB001000	051	08011FHAA	12345	2409	0.00	500.00	0.00	0.00
3708908FAB001000	136F	08035FH4A	12345	2409	0.00	500.00-	0.00	500.00

Second print request:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3708908136002000	051	08041FHAA	12345	2409	0.00	175.00	0.00	0.00
3708908136002000	136F	08065FH4A	12345	2409	0.00	175.00-	0.00	175.00

**12. References: None.**

Feb 05 04 05:20p

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**SF 1 PRINTING AND BINDING REQUISITION**  
 To the PUBLIC PRINTER Please furnish the following:

JACKET NO. Assigned (if PO) **628-339**  Red  Black REQUISITION NO. **4-75009-414QWC001**

FROM (Department of Government Establishment) **USCG TRAINING CENTER YORKTOWN, VA 23690** (Bureau or Office) **DOT** DATE **27 October 2003**

APPROPRIATION CHARGEABLE/APPLICABLE LAW **2/Q/401/175/30/0/WC/63101/2409 EST. \$350** BILLING ADDRESS CODE (BAC) **4910-35 ALC 70-06-0000** AUTHORIZED BY **10 USC 2304 (C) (3)9.7**

TITLE **TRACEN BULLETIN** QUALITY LEVEL \_\_\_\_\_ FORM NO. \_\_\_\_\_

QUANTITY (Units of finished products) **500 copies** FINISH PRODUCT (Check One)  Books or Pamphlets  Blank Forms (Sheets)  Sale  Pads or Tablets  Other (Specify) \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_

THIS ORDER RIDES (Department) \_\_\_\_\_ (Requisition No.) \_\_\_\_\_ (Jacket No.) \_\_\_\_\_ STRAP WITH REQUISITION NO. \_\_\_\_\_

PAPER STOCK AND INK. **Text** FIRST CHOICE (Grade, color, and base weight) **see sample** SECOND CHOICE (if any) \_\_\_\_\_ COLOR(S) OF INK **BLACK**

**Color** **SEE SAMPLE** \_\_\_\_\_ **SEE SAMPLE** \_\_\_\_\_

OTHER (Specify) \_\_\_\_\_

COMPOSITION **FURNISHED** (Magneto tape) \_\_\_\_\_ (Negative) \_\_\_\_\_ (Camera Copy) **SAMPLE** (Manuscript) \_\_\_\_\_ (Shout printed copy) \_\_\_\_\_ PREVIOUS JACKET/REQ. (if repair) \_\_\_\_\_

TEXT TYPE (Point, Face, Lead/Solid) \_\_\_\_\_ DISPLAY TYPE (Face) \_\_\_\_\_ MARGINS Back/Left Top Other \_\_\_\_\_ FOL. LIT. \_\_\_\_\_ FORMS MUST REGISTER \_\_\_\_\_ Typewriter Spacing \_\_\_\_\_

Type Page Width (Point) \_\_\_\_\_ No. of Col. \_\_\_\_\_ Col. Width \_\_\_\_\_ Type Page Depth (inches running head but not bottom line) \_\_\_\_\_ ILLUSTRATIONS (Total) \_\_\_\_\_ PICK UP FROM Jacket No. \_\_\_\_\_ Req. No. \_\_\_\_\_ Restore to Original Jacket \_\_\_\_\_ HOLD REPRODUCIBLES (Specify) (Page, type, mag. tape) \_\_\_\_\_

PRINT ONE SIDE ONLY \_\_\_\_\_ HEAD TO HEAD \_\_\_\_\_ HEAD TO FOOT \_\_\_\_\_ OTHER \_\_\_\_\_ COVER PRINTS 1 2 3 4 \_\_\_\_\_ EMBOSS \_\_\_\_\_ RULING (Print or Stride) \_\_\_\_\_ PERFORATE SCORE \_\_\_\_\_ Position \_\_\_\_\_ NUMBER (inclusive) \_\_\_\_\_ Color of Ink \_\_\_\_\_

SIZE FLAT (inches) \_\_\_\_\_ FOLD TO (inches) \_\_\_\_\_ SIZE TRIMMED PAGE (inches) \_\_\_\_\_ BOOKS/PAMPHLETS \_\_\_\_\_ X \_\_\_\_\_ PAGES \_\_\_\_\_ FOLDINS/INSERTS \_\_\_\_\_ PAPER COVERS (Sheet) \_\_\_\_\_ (Seamless) \_\_\_\_\_

Wire (Side) \_\_\_\_\_ Saddle (No.) \_\_\_\_\_ Plate on Fold \_\_\_\_\_ Loose/Less \_\_\_\_\_ Adhesive Bound \_\_\_\_\_ Sew \_\_\_\_\_ Case Bound (Material and Color) \_\_\_\_\_ STAMP TITLE (Binding) \_\_\_\_\_ Cover \_\_\_\_\_ Spine \_\_\_\_\_ Gold \_\_\_\_\_ In. Gold \_\_\_\_\_ Ink (Color) \_\_\_\_\_

Pad/Sheet (Stitch) \_\_\_\_\_ (Pos.) \_\_\_\_\_ Sheets in Pad \_\_\_\_\_ (Sheets in Set) \_\_\_\_\_ PUNCH/DRILL \_\_\_\_\_ (Shape) \_\_\_\_\_ No. of holes \_\_\_\_\_ (Diam.) \_\_\_\_\_ (Inches Center to Center) \_\_\_\_\_ (Pos.) \_\_\_\_\_ ROUND CORNERS (No.) \_\_\_\_\_ (Position) \_\_\_\_\_

GATHER (Explain) \_\_\_\_\_ Carbon Interleave \_\_\_\_\_ INDEX (Cut) \_\_\_\_\_ (Bleed) \_\_\_\_\_ LIP DIVIDERS (Height of Lip) \_\_\_\_\_ (Width of cut 1/8 etc.) \_\_\_\_\_ (Pos.) \_\_\_\_\_

PROOFS AND DELIVERY REQUESTED PROOF DATE **As Soon As possible** PROOF SETS (Galley) (Page) \_\_\_\_\_ Depl. Hold (Workdays) (Galley) (Page) \_\_\_\_\_ PROOFS TO \_\_\_\_\_

REQUESTED DELIVERY DATE **November 14, 2003** KRAFT WRAP \_\_\_\_\_ SHrink FILM \_\_\_\_\_ BAND IN SETS \_\_\_\_\_ SUITABLE \_\_\_\_\_ OTHER PACKAGING (Specify) \_\_\_\_\_ Quantity in Package \_\_\_\_\_ Pack in Ctn. \_\_\_\_\_ Bl. Finished \_\_\_\_\_

DELIVER TO **COMMANDING OFFICER (FLP)** **USCG TRACEN, BLDG 231, SHIPPING & RECEIVING** **YORKTOWN, VA 23690 ATTN: PRINT SHOP**

**628339**

**PLT 0000**

*11-15-03*  
*[Signature]*  
*AD/SC*

ADDITIONAL INFORMATION  
 FOR INFORMATION PLEASE CALL MR. RAY OWENSBY (757) 856-2216.

1. AGENCY CODE **70060000**
  2. DOCUMENT NUMBER IS 37034QWC001
  3. Front cover is colored. Other pages are black/white with hints of refer blue
  4. Follow sample provided- need 500 copies each
  5. 13 x 9" flat. Fold to 6 1/2 x 9"
- For questions call Kevin Nelson @ 856-2220  
**CALL IF PRICE IS MORE THAN ESTIMATED ABOVE**

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (if BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

STANDARD FORM 1 (Rev. July 1976)  
 Prescribed by GPO  
 Title 44 of the U.S. Code Control No. 1-111

(Authorizing Signature) \_\_\_\_\_ (Title) \_\_\_\_\_

Figure 12F-6 SF-1, Printing and Binding Requisition to the Public Printer

GPO - Form 2511  
(R10-85) P. 57870-3

**PRINT ORDER**

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

DEPARTMENT US COAST GUARD	REQ. NO. 3-32001	DATE 30 JAN 2004	PURCHASE ORDER NO. C0066	PRINT ORDER NO. 4-0003
CONTRACTOR COMMERCIAL BLUE PRINT & SUPPLY		JACKET NO. 610-027	ESTIMATED COST	SHIP/DEL DATE 12 FEB 2004
TITLE Jones Beach Dredging		OBJECT CLASS 2443	STATE CODE 290	CONTR'S CODE 07971
PROOFS SETS	DATE DUE TO GOVT	DAYS GOVT WILL HOLD	DATE RETURN TO CONTR	APPROPRIATION CHARGEABLE
Galley				See Below
Page				COMPOSITION Phototype Cold Type Hot Metal
Blues				IV

MATERIAL FURNISHED TO CONTRACTOR

Manuscript	Half-tones	Long Illus	Camera Copy	Negatives	Binders	Other
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TEXT STOCK	COVER STOCK	NO. OF TEXT PAGES (including Blanks)	FOLD-IN STOCK
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FOUR COLOR PROCESS PRNTG Cover 1 2 3 4 Text	COLOR OF INK Cover Text	COVER PRINTS 1 2 3 4	FOLD-INS/FORMS Face Only Face & Back	STRIP-INS	NEGATIVES (No. Required)
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1 ULC Sew Band units of

**BINDING**

Saddle Trim 4 Sides Shrink Film Wrap units of

Side Perf. on Fold Other

Perfect Adhesive Strip

Drill \_\_\_\_\_ round holes \_\_\_\_\_ " in diameter on \_\_\_\_\_ side inches c to c.

Center of holes \_\_\_\_\_ inches from \_\_\_\_\_ edge of sheet

Pads of \_\_\_\_\_ sheets/sets each Pad on the \_\_\_\_\_ side. Clipboard required.

Pack \_\_\_\_\_ per shipping container.  Pallets required.

DISTRIBUTION

REPRODUCE COLLATE & STAPLE

15 sets of Specifications

31 pages times 15 = 465 sheets

15 sets of Drawings

3 pages times 15 = 45 sheets

270 SF

RETURN NEGS TO GPO FOR STORAGE NO  YES

RETURN ORIG. AND/OR NEGS. TO:

Contracting Officer  
U.S. Coast Guard (CEU/PROV)  
Ft. Wadsworth Office  
311 Battery Road  
Staten Island, NY 10305  
718-354-4017

ALC:  
70060000

APPROPRIATION DATA  
2/3/401/132/30/0/ED/51283/2409-3704G143ED008

Estimate:\$53.64

Departmental Authority (Signature and Title) John O'Boyle, Contracting Officer	Purchase Obligation	DATE SENT TO CONTRACTOR 30 NOV 2004
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Figure 12F-7 GPO-2511, Print Order