MOTOR VEHICLE REQUISITION

(INSTRUCTIONS ON BACK)

GSA USE ONLY

1. FEDSTRIP/MILSTRIP DATA (To be completed by requisitioner)

Doc ID.	Routing ID	M & S	Fed. Stock Code	NIIN	Addi-tional	Quantity	REQUISITION NUMBER Requisitioner	Date	Serial No.	Supple-mentary Address	S I G	Fund	Distri-bution	Project	Priority
1-3	*4-6*	*7*	*8-11*	*12-20*	*21-22*	*25-29*	*30-35*	*36-39*	*40-43*	*45-50*	*51*	*52-53*	*54-56*	*57-59*	*60-61*
A0D	GW0														

2. AGENCY ORDER NO.

3. COLOR(S) DESIRED

4. FEDERAL STANDARD UNITS

a. Indicate with "X" in column (1), the Federal Standard applicable to the vehicle being requisitioned. In column (2), show the "alpha" character for the standard used.

(1) STANDARD		(2)	VEHICLES
	122		Sedans and station wagons
	307		Light trucks 4 x 2 and 4 X 4
	794		Medium trucks 4 x 2 and 4 x 4
	807		Heavy trucks 6 x 4 and 6 x 6

b. Select the desired items and options (if required) from the Federal Standard, marked above, and show the complete standard item number and standard option code designation (as required).

STD. ITEM NO.	OPTION CODE(S)					

☐ MARK HERE IF ADDITIONAL REQUIREMENTS FOR STANDARD VEHICLE(S) ARE ATTACHED.

☐ MARK HERE IF NONSTANDARD VEHICLE. (See instructions on the back for ordering nonstandard items.)

CONTACT FOR SPECIFICATION MATTERS

TELEPHONE NUMBER(S) (Include area code)

5. REMARKS

☐ Continued on back

6. REQUISITIONER *(Name and address, including ZIP Code)*

7. VEHICLE DELIVERY ADDRESS *(if different than Item 8)*

CONTACT

TELEPHONE NO.

8. CONSIGNEE MAILING ADDRESS *(Include ZIP Code)*

9. ESTIMATED COST

a. UNIT COST $

b. TOTAL COST $

10. REQUISITIONING OFFICER

a. NAME AND TITLE

b. TELEPHONE NUMBER *(Include area code)*

c. SIGNATURE

d. DATE

GSA USE ONLY

INSTRUCTIONS

ONLY use this form for ordering delivery to ONE consignee, any quantity of ONE item number.

GENERAL. This form should be used by Federal agencies for ordering standard type vehicles under Federal Standard Numbers

122 – Sedans and station wagons
307 – Light trucks 4 x 2 and 4 x 4
794 – Medium trucks 4 x 2 and 4 x 4
807 – Heavy trucks 6 x 4 and 6 x 6

and nonstandard types under applicable Federal Specifications. The use of this form for ordering standard vehicles eliminates the need to prepare lengthy purchase descriptions. The form may be used as the requisitioner's own purchase order or requisition. Only one identical type (item number), for delivery to one consignee, may be listed on one form. Submit the original and one copy of the completed form to:

General Services Administration
Federal Supply Service
Automotive Division (FFA)
Washington, DC 20406

SPECIFIC ITEMS, Items not listed are self-explanatory.

Item

1 Enter FEDSTRIP/MILSTRIP data in accordance with instructions contained in FPMR 101-26, and as shown in the chart at the bottom of these instructions.

3 Indicate the color(s) desired. If the manufacturer's standard color is acceptable, insert "Mfg. Std."

Item

4 Col. (b) – Select the desired item and standard option(s) (if not already included in the item) from the applicable Federal Standard and insert the complete standard option code in the space provided.

Example:

STANDARD ITEM NO. 9C

OPTION CODE

E2	RCT	CR		

4 c Nonstandard vehicles and options (those not reflected in Federal Standards 122, 307, 794, and 807 should be ordered on this form. Mark "X" in the box provided for this item; also; the requisitioner SHALL furnish a complete description and specify the appropriate vehicle specifications or options required, not included in the Federal Standard on a separate sheet of paper attached to this form.

FEDSTRIP DATA	COLUMNS	DESCRIPTION
DOCUMENT IDENTIFIER	1 – 3	Identifies type of requisition, Preprinted AOD
ROUTING IDENTIFIER	4 – 6	Identifies source to which requisition is submitted. Preprinted GWO.
MEDIA AND STATUS	7	Reflects the appropriate code indicating the type of status required and the activity to receive the status.
STOCK NUMBER	8 – 22	Indicates the stock or part number of the item required. Requisitioners shall not complete the FEDSTRIP data field for vehicle requisitions.
QUANTITY	25 – 29	Reflects the quantity being requisitionerd. The field shall be completely filled in by preceding significant digits with numeric zeros.
REQUISITIONER	30 – 35	Identifies the requisitioner. Insert the FEDSTRIP activity address code assigned to the requisitioner.
DATE	36 – 39	Identifies requisition date expressed as Julian calendar date.
SERIAL NUMBER	40 – 43	Reflects the serial number of the requisition. The number is assigned at the discretion of the requisitioner.
SUPPLEMENTARY ADDRESS	45 – 50	When delivery of billing is to be made to other than the requisitioner activity as directed by the signal code, the FEDSTRIP activity address code is entered.
SIGNAL	51	Reflects the appropriate code to identify the elements on the requisition that represent ship to or bill to activity.
FUND	52 – 53	Reflects the appropriate code as directed by activity.
DISTRIBUTION	54 – 56	Reflects the appropriate code as directed by activity.
PROJECT	57 – 59	Reflects the appropriate code as directed by activity.
PRIORITY	60 – 61	Reflects the appropriate Priority Designator.

CONTINUED REMARKS *(Block 5)*