

**MOTOR VEHICLE REQUISITION  
(INSTRUCTIONS ON PAGE 2)**

**GSA USE ONLY**

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

Doc. ID	Routing ID	M & S	Fed Stock Code	NIIN	Additional	Quantity	REQUISITION NUMBER			Supplementary Address	S I G	Fund	Distribution	Project	Priority
							Requisitioner	Date	Serial Number						
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

<b>2. AGENCY ORDER NUMBER</b>	<b>3. COLOR(S) DESIRED</b>	<b>5A. REMARKS:</b>
		Contractor Order Number:
		Justification

**4. FEDERAL STANDARD UNITS**

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

(1) STANDARD	(2)	EQUIPMENT
	122	Sedans and station wagons
	307	Light trucks 4X2 and 4X4
	794	Medium trucks 4X2 and 4X4
	807	Heavy trucks 6X4 and 6X6

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

STANDARD ITEM NUMBER	OPTION CODE(S)				

- c.
- MARK HERE IF ADDITIONAL REQUIREMENTS FOR STANDARD VEHICLE(S) ARE ATTACHED.**
- MARK HERE IF NONSTANDARD VEHICLE.**  
(See instructions on Page 2 for ordering nonstandard items.)

<b>CONTACT FOR SPECIFICATION MATTERS</b>		<b>5B. REQUISITIONER'S FINANCIAL CERTIFICATION</b>
<b>TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>	Appropriation Number:
<b>E-MAIL ADDRESS</b>		Allotment Number:
		B&R:
		PRN/ADS:
		FT: _____ CC: _____
		I hereby certify funding has been approved for this procurement.
		Signature: _____ Date: _____
		<b>6. REQUISITIONER (Name and address including Zip Code)</b>
		<b>7. VEHICLE DELIVERY ADDRESS (if different than item 8)</b>
		<b>CONTACT TELEPHONE NUMBER</b>
		<b>8. CONSIGNEE MAILING ADDRESS (Include ZIP Code)</b>
		<b>GSA USE ONLY</b>

<b>9. ESTIMATED COST</b>	<b>a. UNIT COST</b>	<b>b. TOTAL COST</b>
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<b>10. CONTRACTOR REQUISITION CERTIFICATION</b>		<b>11. REQUISITIONING OFFICER</b>	
<b>a. NAME AND TITLE</b>		<b>a. NAME AND TITLE</b>	
<b>b. TELEPHONE NUMBER</b>	<b>c. FAX NUMBER</b>	<b>b. TELEPHONE NUMBER</b>	<b>c. FAX NUMBER</b>

Signature:	Date:	Signature:	Date:
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# 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 Standards. 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:

U.S. General Services Administration  
Federal Acquisition 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 on Page 3 of this form.
- 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:

9C

STANDARD  
ITEM NUMBER

E2

RCT

CR

OPTION  
CODE

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 standards or options required, not included in the Federal Standard on a separate sheet of paper attached to this form.

5 a Remarks

5 b Requisitioner's Financial Certification

FEDSTRIP DATA	COLUMNS	DESCRIPTION
DOCUMENT IDENTIFIER	1 - 3	Identifies type of requisition. Preprinted AOD.
ROUTING IDENTIFIER	4 - 6	identifies source to which requisition is being 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 requisitioned. 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 at the discretion of 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 the activity.
DISTRIBUTION	54 - 56	Reflects the appropriate code as directed by the activity.
PROJECT	57 - 59	Reflects the appropriate code as directed by the activity.
PRIORITY	60 - 61	Reflects the appropriate code as directed by the activity.

**CONTINUED REMARKS (Block 5)**