



Office of Government-wide Policy
U.S. General Services Administration

April 21, 2022

GSA Bulletin FMR D-5
Transportation Payment and Audit

TO: Heads of Federal Agencies

SUBJECT: Updated Guidance Regarding Government Bill of Lading (GBL) and Government Transportation Request (GTR) Forms

1. What is the purpose of this bulletin? This General Services Administration (GSA) bulletin informs agencies of changes to the Federal Management Regulation (FMR) that include acquiring GBL or GTR forms or assigned sets of serialized numbers for these forms.

2. What is the effective date of this bulletin? This bulletin is effective upon the date of signature.

3. When does the bulletin expire? This bulletin remains in effect until publication in the Federal Register of FMR Case 2018-102-5 which incorporates changes FMR § 102-118.240 and 102-118.245.

4. What is the background? The FMR informs agencies that they may request GBL (Standard Form 1103) or GTR (Optional Form 1169) forms in either blank or prenumbered formats from GSA (41 CFR §102-118.240). Furthermore, the FMR instructs agencies that do not use pre-numbered GBL or GTR forms that they may request an assigned set of serialized numbers from GSA (41 CFR §102-118.245).

5. Which agencies are impacted by this bulletin? This bulletin applies to agencies that request GBL or GTR forms in preprinted or blank formats or assigned sets of serialized numbers for these forms.

6. What has changed? The GBL and GTR forms are now available on the GSA Forms Library webpage (gsa.gov/reference/forms). Therefore, GSA no longer provides agencies with paperforms in either blank or pre-numbered formats and no longer provides agencies with assigned sets of serialized numbers for these forms.

7. Does this change how my agency uses the GBL or GTR? No, your agency must still use commercial payment practices to the maximum extent possible and you must comply with 41 CFR §102-118.115 and 41 CFR §102-118.120.

8. How will my agency obtain blank GBL and GTR forms? GBL and GTR forms are available on the GSA Forms Library webpage. Agencies that need blank copies of these documents may obtain them from <https://www.gsa.gov/reference/forms>.

9. How does my agency number these documents? Agencies should follow the guidance provided in FMR §102-118.55(g) and develop a unique numbering system for transportation documents.

10. Do these changes alter the accountability for the issuance and use of these forms? No, agencies and employees are still responsible for the issuance and use of GBL and GTR forms and are accountable for their disposition.

11. Who do I contact to obtain additional information regarding this bulletin?
Contact the Office of Government-wide Policy, Office of Asset and Transportation Management, Travel, Relocation, Mail, and Transportation Policy Branch by email at GSA-OGP-Transportationpolicy@gsa.gov.

By delegation of the Administrator of General Services.

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