CHAPTER 2

APPENDIX 1
GSA FORM 49

A. GSA Form 49, Requisition/Procurement Request for Equipment, Supplies or Services

B. Instructions for Preparation of GSA Form 49

REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT SUPPLIES OR SERVICES *(Instructions on reverse)*

PAGE 1 OF PAGES

2. REQUISITION/PROCURMENT REQUEST NO.
3. ACT NUMBER
4. DATE PREPARED
5. JOB/PROJECT NUMBER

6. TO *(Stockroom/Contracting office, Name and Location)*
7. FROM *(Requisitioning office, Name, Symbol, Location and Telephone Number)*

8. FOR INFORMATION CALL *(Name and Telephone Number)*
9. RECEIVING OFFICE *(Name, Symbol and Telephone Number)*

10. ACCOUNTING CLASSIFICATION

FUND	ORG. CODE	B/A CODE	O/C CODE
FUNC CODE	C/E CODE	PROJ/PROS. NO.	CC-A
W/ITEM	CC-B	PRT/CRFT	

11. SHIP TO *(Address, ZIP Code and Telephone Number)*

12. CONTRACT NUMBER

ITEM NO. FORM OR STOCK NUMBER (13)	DESCRIPTION OF ARTICLES OR SERVICES (14)	QUAN-TITY (15)	UNIT OF ISSUE (16)	UNIT PRICE (17)	AMOUNT (18)
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

IF ADDITIONAL SPACE IS REQUIRED, USE GSA FORM 49A, REQUISITION/PROCUREMENT REQUEST

19. TOTAL AMOUNT INCLUDING CONTINUATION ▶ $0.00

20a. TYPED NAME AND TITLE OF FUND CERTIFYING OFFICIAL
21a. TYPED NAME OF REQUISITONER

20b. SIGNATURE DATE
21b. SIGNATURE DATE

22. LIST ATTACHMENTS
23a. TYPED NAME OF APPROVING OFFICIAL

23b. SIGNATURE DATE

24. SHIPPED BY
☐ FREIGHT ☐ PARCEL POST ☐ EXPRESS ☐ MAIL

25. FILLED BY
26. PACKED BY
27. CHECKED BY

28. BILL OF LADING NUMBER
29. DATE SHIPPED

GENERAL SERVICES ADMINISTRATION **GSA** FORM **49** (REV. 7-91)

INSTRUCTIONS FOR PREPARATION OF (GSA FORM 49)

GENERAL. The GSA Form 49, Requisition/Procurement Request for Equipment, Supplies or Services, must be used as the basic procurement request form when requisitioning supplies not available from Customer Supply Centers, equipment, services (including architect-engineer and other related services) and construction (see GSA Handbook, Preparing Procurement Requests and Receiving Reports, APD P 2800.14). The GSA Form 49 must also be used to requisition forms and publications from the GSA National Forms and Publications Center. The GSA Form 49 is not to be used as a printing requisition or to order motor vehicles from the Federal Supply Service Automotive Commodity Center. Use GSA Form 50, Requisition for Reproduction Services, to order printing services and GSA Form 1781, Motor Vehicle Requisition, to order motor vehicles.

REQUISITION/PROCUREMENT REQUEST IDENTIFICATION NUMBER. All procurement requests submitted to a contracting office must be assigned a number for identification purposes. The number used may be the ACT number (block 3) or a requisition/procurement request number (block 2). Assignment of an identification number is optional for requisitions for forms, publications and telephone service.

COPIES. Procurement requests must be prepared in an original and two copies, unless otherwise specified by the contracting office. The original and one copy must be forwarded to the appropriate contracting office and one copy will be retained by the program office. The number of copies of other requisitions will be as prescribed by the office receiving the GSA Form 49.

INSTRUCTIONS FOR COMPLETING THE BLOCK: The numbered blocks will be completed as described below:

1. Enter the total number of pages in the requisition/procurement request.

2. Enter the number assigned by the requisitioning office. Procurement request numbers, if assigned, must be numbered consecutively by fiscal year and consist of the requisitioner's office symbol, fiscal year and a number, e.g. V-88-1, V-88-2. Completion of this block is optional.

3. Assign an Accounting Control Transaction (ACT) number in accordance with NEAR system procedures.

4. Enter the date on which the requisition/procurement request is prepared.

5. Where appropriate, enter the job/project number (or title if necessary for identification) of the job/project to be charged for the requisition/procurement.

6. Enter the organizational title, office symbol, and location of the appropriate office.

7. Enter the organizational title, office symbol, location and telephone number of the requisitioning office.

8. Enter the name and telephone number of the person who can furnish additional information concerning the requisition/procurement request.

9. Enter the name, office symbol and telephone number of the office responsible for completing the receiving report.

10. Enter the accounting classification against which the requisition/procurement request will be charged. If multiple accounting classifications are required, the information should be entered in blocks 13 through 18 or on the GSA Form 49A, Requisition/Procurement Request for Equipment, Supplies or Services (Continuation).

11. Enter the address, including room number, where applicable, building and telephone number to which the items are to be delivered. Whenever appropriate, use GENERAL SERVICES ADMINISTRATION and an office symbol as the first line of the address.

12. Fill in this block only if a procurement request is requesting the exercise of an option, a contract modification, or an order against an existing contract. Enter the number of the existing contract.

13. List one number for each line item requisitioned whether the line item is a single item, or a quantity of that item. Indicate the appropriate stock number, if any.

14. If a stock number has been entered in block 13, enter only the noun name of the item being requisitioned. Otherwise, describe clearly and fully the supplies or services being requisitioned. Include any special requirements or restrictions and required justifications in this block. If available, include a list of suggested sources, including the address and telephone number. If more space is needed, type across the full page in the space available in blocks 13 through 18 or on GSA Form 49A.

15. Enter the quantity of units for each item number.

16. Describe the type of unit, e.g., dozen, square foot, manhour.

17. Enter the unit price for each unit described.

18. Enter the estimated price for the total number of units requested.

19. Enter the estimated price for ALL items requisitioned.

20. Enter the name, title and office symbol of the official who is authorized to certify the availability of funds and the correctness of financial data in block A. The official must sign and enter the date in block B.

21. Enter the name, title and office symbol of the originator of the requisition/procurement request in block A. The named official must sign in block B.

22. Briefly list all attachments to the GSA Form 49.

23. Enter the name, title and office symbol of the official approving the requisition/procurement request, as required by office policy, e.g., supervisor, branch chief, director, in block A. The named official must sign in block B.

24-29. Personnel from the GSA National Forms and Publications Center will complete these blocks. Not applicable to procurement requests.

GSA FORM 49 BACK (REV. 7-91)