

# FUNDING YOUR ORDER USING A DD FORM 448

## Military Interdepartmental Purchase Request (MIPR) For a HEPP Purchase

**NOTE: All MIPRs must be Category I Reimbursable**

**Block 1** - List the number of pages in the MIPR.

**Block 2** – N/A

**Block 3** - List the "Control/Tracking Number" used during your initial RFQ request. **PLEASE CONTINUE TO REFERENCE THIS NUMBER ON ALL FUTURE CORRESPONDENCE.**

**Block 4** - List the date of preparation.

**Block 5** - List the MIPR number (No dashes).

**Block 6** - Choose from "Basic" or Amendment number (if not initial submittal)

**Block 7** – (not editable) the following is listed:

DLA Troop Support - HEPP  
Bldg. 3  
700 Robbins Ave.  
Philadelphia, PA 19111-5092  
POC Phone numbers: 215-737-8206 or 215-737-8253

**Block 8** - List your activity's address with DoDAAC, point of contact, phone and fax number.

**Block 9** – (a) List the item number.

(b) List the description of items or an identifier such as "HEPP Program".

Please also include **the DODAAC that will be used to BILL the LOA on the MIPR and the SHIP to DODAAC**, with ship to address and point of contact/telephone # if different from block 8; and any other special instructions you may have.

\* Please include the "Funds Expiration Date".

**\*Don't forget to include the HEPP cost recovery fee of +2% (of the vendors quote) in your total\***

**Note:** All issuers of MIPRS must put the following statement on the MIPR:  
"This order meets all terms, conditions, and restrictions dictated by the funding source".

(c) Thru (f) are self explanatory.

**Block 11** - List the total amount funded by your activity (vendor's quote + 2% fee).

**Block 12** – Generally not applicable

**Block 13** - List the billing address and billing DoDAAC.

**Block 14** - List the appropriation accounting data used to fund the purchase. The same accounting line may be used for equipment and cost recovery. **NOTE:** Do not forward a MILSTRIP requisition with a MIPR requisition. Forward the MIPR only or the MILSTRIP only, but not both.

**Blocks 15 thru 17** - Self explanatory.

\*\*FUNDED MIPRs: As a courtesy, please return a copy of the quote your received from the DLA buyer with your funded MIPR.

**^^ALL MIPRS AND CORRESPONDENCE SHALL BE SENT TO HEPP@DLA.MIL MAILBOX^^**