**DIC FF1/FF2/GF1/GF2 FORMAT**

**BILLING FOR DOD DEPENDENT SCHOOL SUPPLIES**

| Field Legend | Position(s) | Entry and Instructions |
| --- | --- | --- |
| DI Code | 1-3 | Enter FF1 or GF1 (charge)FF2 or GF2 (credit). |
| RI Code | 4-6 | Enter the RI code of the billing office. |
| Sales Price Condition Code | 7 | Enter applicable code or leave blank. |
| Contract Number | 8-18 | Enter in positions:08-14 The last 7 positions of the PIIN15-18 The Supplemental PIIN |
| Blank | 19 | Leave blank. |
| Port of Embarkation Code | 20-22 | Enter applicable POE code or leave blank. |
| U/I Code | 23-24 | Enter U/I. |
| Quantity | 25-29 | Enter the quantity billed or credited. |
| Document Number | 30-43 | Perpetuate from the MILSTRIP requisition. |
| Suffix | 44 | Perpetuate from the MILSTRIP shipment status or equivalent document. |
| Supplementary Address | 45-50 | Perpetuate from the MILSTRIP requisition. |
| Signal Code | 51 | Perpetuate from the MILSTRIP requisition. |
| Fund Code | 52-53 | Perpetuate from the MILSTRIP requisition. |
| Bill Number | 54-58 | Enter bill number from SBR. |
| Blank | 59 | Leave blank. |
| Type of Bill Code | 60-61 | Enter a type of bill code or leave blank. |
| Day of Year | 62-64 | Enter the day item dropped from inventory. |
| Amount | 65-73 | Enter the extended amount e.g., unit price times quantity.65-71 Dollars72-73 Cents |
| Unit Price | 74-80 | Enter the contract unit price plus applicable surcharges.74-78 Dollars79-80 Cents |