HOW TO ORDER USING A DD FORM 448

Military Interdepartmental Purchase Request (MIPR)
For a TLS Purchase

Effective 01 Oct 2025 MIPRs can only be accepted for customers who are not G-Invoicing ready. For audit purposes, please indicate this when submitting MIPR funding.

MIPRs AND Price Acknowledgement Spreadsheets need to be sent to the appropriate program e-mail address for proper processing:
ABOBSCPriceacknowledgements@dla.mil

NOTE: All MIPRs must be Category I Reimbursable

DLA can only accept one Line of Account (LOA) per MIPR. MIPRs with multiple lines of accounting will not be accepted and will be returned.

Block 1 - List the number of pages in the MIPR.
Block 2 – N/A
Block 3 - This may be left blank at your choosing, but may be used as location for a tracking number.
Block 4 - List the date of preparation.
Block 5 - List the MIPR number.
Block 6 - List the amendment number unless it's the initial submittal, in which case list "Basic."
Block 7 – List the following:

DLA Troop Support
700 Robbins Ave.
Philadelphia, PA 19111-5092

Block 8 - List your activity's address with 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 "Ability One Base Supply Center TLS Program".

Please also include 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.

Include **Bill to DODAAC or DODAAC associated with LOA**

** DLA Financial POC: Financial POC: Beverly Gonzalez, 445-737-2726, beverly.gonzalez@dla.mil **

(Please note: DLA's Financial POC should never receive a MIPR directly. Please follow the directions of the program where your order is placed. If you send to the Financial POC, it may delay or stop the process)**

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.
Block 12 – Generally not applicable (our Prime Vendor contract usually pays for the freight, please verify with your Prime Vendor representative during the quote process).
Block 13 - List the billing address.

Block 14 - List the appropriation accounting data used to fund the purchase. The same accounting line may be used for equipment and cost recovery. If unfunded, state here with anticipated funding date. **NOTE**: Do not forward a MILSTRIP requisition with a MIPR requisition. Forward the MIPR only or the MILSTRIP only, but not both.
Block 15 Thru 17 - Self explanatory.

Additional Information that may or may not be needed:

PLEASE NOTE: The Economy Act does not apply to Defense Working Capital Fund activities. DWCF activities have their own authority - "Unified or Assisted Procurement/DLA Defense Working Capital Fund Integrated Material Management authority iaw 10 U.S.C. Para 2208"

DLA Troop Support DODAAC – SPM500
TPN (Trading Partner Number) - DODSC0500

UIC - SP0500 or SC0500

Line of Accounting -

ALC 00006355
97X4930.5CBX 001 033189
DEPT - 97
APPROP FY - X
APPROP SYMBOL - 4930
SUBHEAD - 5CBX
APPROP LIMITATION - 0000
0A - 49
ALLOT SN - 001
FSN - 033189

Buyer Side Code - B7C.

Cage code – 6B1K0
TAS: 97X4930

DUNS #967310652
Tax ID #34-0727612

***** MIPRS should "NOT" be sent to directly to the Financial POC. All instructions on how to submit your MIPR and price confirmation sheet can be confirmed through your program POC. If the program directions are not followed, the chance of your MIPR not being accepted increases*****

Send Price Acknowledgement Spreadsheet AND MIPR(s) to the appropriate program e-mail address: ABOBSCPriceacknowledgements@dla.mil .
NOTE: Submission to these mailboxes will be the only way to ensure timely receipt and processing of your funding.