

# HOW TO ORDER USING A DD FORM 448

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

**MIPRs AND Price Acknowledgement Spreadsheets need to be sent to the appropriate program e-mail address for proper processing:**

**[SOEPriceAcknowledge@dla.mil](mailto:SOEPriceAcknowledge@dla.mil) or [FESEPriceAcknowledgements@dla.mil](mailto:FESEPriceAcknowledgements@dla.mil).**

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

**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  
Fax (215) 737-4036

**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 "Special Operational Equipment 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**

\*\*DLA Financial POC: Financial POC: Jamie Hagan, 215-737-3556, [Jamie.a.hagan@dla.mil](mailto:Jamie.a.hagan@dla.mil) \*\*

**(\*\*Please note: The financial POC should never receive a MIPR directly. Please follow the directions of the program where you 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 -

97X4930.5CBX 001 033189

DEPT - 97

APPROP FY - X

APPROP SYMBOL - 4930

SUBHEAD - 5CBX

APPROP LIMITATION - 0000

OA - 49

ALLOT SN - 001

FSN - 033189

Buyer Side Code - B7C.

Cage code – 6B1K0

DUNS #967310652

Tax ID #34-0727612

**\*\*\*For the SOE/FESE TLS Program, MIPRS should “NOT” be sent 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 Spreadsheets AND MIPRs to the appropriate program e-mail address: [SOEPriceAcknowledge@dla.mil](mailto:SOEPriceAcknowledge@dla.mil) or [FESEPriceAcknowledgements@dla.mil](mailto:FESEPriceAcknowledgements@dla.mil).

NOTE: Submission to this mailbox will be the only way to ensure timely receipt and processing of your order(s).