

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^^