HOw TO ORDER USING A DD FORM 448

Military Interdepartmental Purchase Request (MIPR)
For a TLS 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 - 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
   DSCP-RM, Bldg. 3
   700 Robbins Ave.
   Philadelphia, PA  19111-5092
   Fax (215) 737-4036
   POC  215-737-3612
   Or -  215-737-3556

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.

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/DTA 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
0A - 49
ALLOT SN - 001
FSN - 033189

Buyer Side Code - B7C.

Cage code – 6B1K0

DUNS #020352105
Tax ID #34-0727612