

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

Buyer Side Code - B7C.

Cage code – 6B1K0

DUNS #020352105  
Tax ID #34-0727612