

**INDIVIDUAL CONTRACT REPORT FOR CONTRACTS EXCEEDING \$182,000
FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT
(Nonappropriated Funds)**

INTERAGENCY REPORT CONTROL NUMBER

0261-GSA-QU

DATA ELEMENT	CODING INSTRUCTIONS		
1. REPORTING AGENCY (4 Pos.)	Enter the appropriate code from the Federal Information Processing Standard (FIPS) Publication 95.		
2. CONTRACT NUMBER (15 Pos.)	Do NOT include any dashes or blank spaces which may appear in the contract number. For example, a contract number N00023-80-C1234 should be entered as N0002380C1234.		
3. MODIFICATION NUMBER (4 Pos.)	Enter the number used by the contracting office when reporting modifications to contracts or agency orders.		
4. CONTRACTING OFFICE ORDER NUMBER (15 Pos.)	Enter the unique number assigned to identify orders, calls, and serial orders placed against indefinite delivery contracts, or basic ordering agreements.		
5. DATE OF THIS ACTION (6 Pos.)	Enter the effective date a mutually binding agreement was reached, NOT the date the report is being made. Use digits to indicate the year and month (e.g., 200012 for December 2000).		
6a. TOTAL DOLLARS OBLIGATED OR DEOBLIGATED (Round to thousands of dollars) (8 Pos.)	DO NOT use any commas or other punctuation marks in the dollar amount entered. The value must contain 8 digits. For example, an award of \$950,725 should be entered as 00000951.		
6b. TYPE OF OBLIGATION (1 Pos.)	Enter a "1" if the action obligated dollars; enter a "2" if the action deobligated dollars (e.g., termination).		
<table border="1"> <tr> <td>1 = Obligated</td> </tr> <tr> <td>2 = Deobligated</td> </tr> </table>	1 = Obligated	2 = Deobligated	
1 = Obligated			
2 = Deobligated			
7. PRINCIPAL PRODUCT (4 Pos.)	Enter the appropriate code from the FPDS Product and Service Codes Manual, Section 1, Part C, Supplies and Equipment. If the contract is for multiple items, enter the code that represents the largest dollar value.		
8. PREFERENCE ACTION (1 Pos.)	<p>Determine whether the procurement involved the use of any preference program(s), and enter the appropriate code from the following list:</p> <p>CODE PREFERENCE ACTION</p> <ol style="list-style-type: none"> 1. Small Business (SB) set-aside 2. Reserved 3. Reserved 4. 8(a) Contract Award 5. Other preference 6. No preference 7. Small Disadvantaged Business (SDB) set-aside 		
9. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD (1 Pos.)	Enter a "1" if the procurement was synopsisized prior to award. Enter a "2" if the procurement was not synopsisized prior to award due to an unusual or compelling emergency in which the Government would be seriously injured by the delay in obtaining required product(s). Enter a "3" if the procurement was not synopsisized prior to award for any other reason.		
10. COUNTRY OF MANUFACTURE (2 Pos.)	If the product is manufactured in a foreign country, enter the code from FIPS 10 of the country manufacturing the product. If the product is manufactured in the U.S.A., District of Columbia, or US outlying areas, enter US.		

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TELEPHONE	
	AREA CODE	NUMBER
NAME OF CONTRACTING OFFICER OR REPRESENTATIVE	DATE SUBMITTED	