



CIRCULAR LETTER NO. 696

July 1, 2008

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Line of Accounting (LOA) for SF-1's and GPO-2511's

Your agency's financial office has asked GPO to ensure that you include your Line of Accounting (LOA) or other accounting information when you submit your printing requests. This will enable your financial office to properly process the billing invoices that we provide.

Please provide your LOA on every **SF-1** (Printing and Binding Requisition) and **GPO-2511** (Term Contract Print Order) that you submit to GPO.

For the SF-1 — Place your LOA and email address (name@agency.gov) in the box labeled "ADDITIONAL INFORMATION" as in the example below.

E E	ADDITIONAL INFORMATION
<b>AA 97X4930.5G10 00 A7031 007003 2G 000000 0A7032 R7031HA8CSV60</b>	
<b>name@agency.gov</b>	

For the GPO-2511 — Place your LOA in the "DISTRIBUTION" box. Include your email address in the space to the right of the "DISTRIBUTION" box as in the example below.

DISTRIBUTION _____	RETURN NEGS TO GPO FOR STORAGE	NO <input type="checkbox"/> YES <input type="checkbox"/>
_____	RETURN ORIG. AND/OR NEGS. TO:	
_____	_____	
_____	_____	
<b>AA 97X4930.5G10 00 A7031 007003 2G 000000 0A7032 R7031HA8CSV60</b>		<b>name@agency.gov</b>

Incomplete data may delay processing your request.

Please contact your GPO Customer Services team or regional office if you need further assistance.

Sincerely,

Jim Bradley  
Managing Director, Customer Services