

APPLICATION FOR CUSTOMER SUPPLY CENTER SERVICES AND ADDRESS CHANGE

IMPORTANT: Read instructions on reverse carefully, before completing this form.

SECTION I - APPLICATION

1. ACTIVITY ADDRESS CODE (6 digits)		2. BILLED OFFICE CODE (6 digits)		NOTE: Maximum of 35 characters per block for Agency Name, Office Name, Contact Name, Street Address, and City. Punctuation and spaces count as characters.			
3. SHIP TO: (Catalogs sent to this address)				4. BILL TO: (Complete only if different from Item 3.)			
a. AGENCY NAME				a. CONTACT NAME			
b. OFFICE NAME				b. AGENCY NAME			
c. STREET ADDRESS				c. OFFICE NAME			
d. CITY				d. STREET ADDRESS			
e. STATE		f. ZIP CODE		e. CITY		f. STATE	g. ZIP CODE
LINE NO.	5. ACCESS CODE (3 to 5 digits)	6. NAME, OFFICE, ETC., PRINTED ON SHIPPING LABEL (Optional) (Maximum 28 characters. Punctuation and spaces count as characters.)		7. FUND CODE (2 digits)	8. AGENCY INTERNAL CODE (6 digits)		
1							
2							
3							
4							
5							
6							
7							
8							
9							
9. COST ELEMENT* (3 digits)		10. FUNCTION CODE (2 digits)		11. VDC* (2 digits)		12. PURCHASE CARD USAGE ONLY <input type="checkbox"/> CHECK HERE IF APPLICABLE	13. TYPE OF APPLICATION <input type="checkbox"/> NEW <input type="checkbox"/> ADDRESS CHANGE
14a. SIGNATURE OF APPROVING OFFICER						14d. TELEPHONE AREA CODE NUMBER	
14b. TYPED NAME OF APPROVING OFFICER				14c. TITLE OF APPROVING OFFICER		14e. DATE	

SECTION II - APPLICATION (For GSA use only)

The eligibility of the above-named activity to patronize the GSA Customer Supply Center has been checked and the application approved or disapproved, as indicated in Item 20a, below.

15. AGENCY BUREAU CODE (4 digits)		16. STATE CODE (2 digits)		17. CITY CODE (4 digits)		18. CONTRACTOR		19. EXPIRATION DATE (6 digits)	
20a. ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			21. TYPE OF CUSTOMER AGENCY <input type="checkbox"/> CIVILIAN AGENCY <input type="checkbox"/> CONGRESSIONAL (If Contractor/Congressional, give expiration date) <input type="checkbox"/> MILITARY <input type="checkbox"/> CONTRACTOR			22a. SIGNATURE OF GSA APPROVING OFFICIAL			
20b. DATES RECEIVED APP./DISAPP.						22b. TYPED NAME OF GSA APPROVING OFFICIAL			
						22c. TITLE		22d. DATE	
<input type="checkbox"/> ADDRESS LOADED		DATE		CLERK INITIALS		<input type="checkbox"/> CATALOG AND CUSTOMER APPLICATION COPY MAILED		DATE	

GENERAL SERVICES ADMINISTRATION

* (GSA ONLY)

GSA FORM 3525 (REV. 8-95)

Prescribed by FSS P 2901.14

INSTRUCTIONS FOR COMPLETING
APPLICATION FOR CUSTOMER SUPPLY CENTER SERVICES

SECTION I - APPLICATION

1. **ACTIVITY ADDRESS CODE:** Enter your six-digit code used to obtain supplies through the Fedstrip/Milstrip System.
If you do not have a six-digit AAC, please call (703) 305-7977 or write to the Inventory and Requisition Management Division (FCSI); Washington, DC 20406.
2. **BILLED OFFICE CODE:** Enter the six-digit code assigned to the activity to which the cost of supplies will be billed. (This code may be the same as the Activity Address Code, Item 1).
3. **SHIP TO ADDRESS:** Enter the in-the-clear mailing address of the office to which supplies can be shipped. Address should correspond with address assigned with Activity Address Code Item 1.
4. **BILL TO ADDRESS:** Enter the in-the-clear mailing address which corresponds to the code in Item 2.
5. **ACCESS CODE:** A three to five-digit code assigned by you identifying authorized users to the Customer Supply Center. This code must be known to place an order, and therefore, provides security against unauthorized usage of the system. Only approving officials and persons authorized to place orders should have knowledge of the access code. The code can be any alpha/numeric combination except for the letter "O" or the number "0" (zero).
6. **NAME, OFFICE, ETC. ON SHIPPING LABEL:** Enter any additional information that may be helpful with internal distribution of supplies. This entry is optional, but will appear as an "Attention" line on the parcel shipping label, and is also recommended for multiple users of a single Activity Address Code (e.g., ATTN: Supply Officer).
7. **FUND CODE:** A two-digit code used by some ordering activities. This block is mandatory and on the absence of an assigned code will be "00" for civilian applicants. Military customers should record valid Interfund Code. Military Customers should record "XP" only when they do not wish to be billed through the Interfund or MLSBILLS system.
8. **AGENCY INTERNAL CODE:** An optional six-digit alpha/numeric code for internal control of billing by a non-GSA customer. This code, if used, will appear on bi-weekly billing statements and on payroll shipping labels, and is therefore recommended for multiple users of a single Activity Address Code. This code is a mandatory entry for GSA activities to indicate the appropriations or revolving fund. A GSA applicant must indicate the three-digit numeric code of the appropriation or revolving fund that is used for payment. The number indicating the fiscal year of the appropriation or the letter "X" indicating a revolving fund should not be included in this item. The code for GSA customers should be inserted so that the first position is zero or an alpha character and fund is in positions 2 through 4.
9. **COST ELEMENTS:** For GSA NEAR applicants only.
10. **FUNCTION CODE:** For GSA NEAR applicants only.
11. **VDC:** The variable data code is for GSA NEAR applicants only.
12. **PURCHASE CARD USAGE ONLY:** GSA accepts the IMPAC purchase card from everyone. Please check here if your agency wants to restrict its billing to IMPAC purchase card usage only.
13. **TYPE OF APPLICATION:** Self-explanatory.
- 14a.-c. **SIGNATURE AND TITLE OF APPROVING OFFICIAL/TELEPHONE NO./DATE:** Self-explanatory.

SECTION II - ACTION: For GSA use only.

Upon completion of the application, mail to one of the eleven regions where the Customer Supply Center is located for your area. Please call the National Help Line at (800) 488-3111 for the address of the CSC that serves your area. After processing, GSA will mail a copy of the application along with the Customer Supply Center (CSC) Catalog and instructions for its use, to the address shown in Section I, Item 8. Receipt of this copy is your authorization for center use.