



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240

DIRECTOR'S ORDER NO. 90, Amendment 5

Subject: Inclusion of Taxpayer Identification Number (TIN) or Employer Identification Number (EIN) on Orders and Contracts

This supersedes Amendment 4 and amends Section 6 of Director's Order No. 90 (May 17, 1996) as follows:

1. Section 5, subparagraph a is amended to read:

a. Micropurchases (\$2,500 and less (other than by Purchase Card)) and Simplified Acquisitions (between \$2,500 and \$100,000): Request TINs or EINs of vendors when obtaining price quotations or when placing orders. Reference the TIN or EIN identifiers in block 7 (Contractor) of Service Form 3-2103 (Order for Supplies or Services) or in block 17a (Contractor/Offeror) when using Standard Form 1449 (Solicitation/Order for Commercial Items). This also applies to the cover sheet of Blanket Purchase Agreements. When using the Interior Department Electronic Acquisition System (IDEAS), place the TIN or EIN in either the "Header" field or the "Line Item" description field on applicable purchase orders of contract forms. For offices issuing purchase and delivery orders and then making the obligation via remote data entry, show the TIN or EIN on the form requesting a new vendor number assignment as well as in block 7, Form 3-2103, or block 17a, SF 1449. (Use of SF 1449 by Department of the Interior bureaus and offices is optional.) If a purchase/delivery order to a vendor is paid only through remote data entry, forward a copy of the obligating document to the Finance Center marked "VENDOR UPDATE ONLY." The Finance Center will input this data into the Federal Financial System vendor files as received. When making a purchase through issuance of SF 44 (Purchase Order-Invoice-Voucher), indicate the vendor's TIN or EIN in the "Payee" block.

2. Section 6 is revised to extend the expiration date to December 31, 2001.

**ACTING**

Director

DATE: December 29, 2000