

Procurement & Property Division Policy Memorandum

Subject: Contract/Purchase Order Numbering			Number:
Distribution: ARS: AAOs PAOs FD PPD	Date: July 31, 2001	This Replaces: N/A	04-01

Background

This Policy Memorandum provides an ARS Uniform Numbering System for procurement documents to ensure consistency within the Foundation Financial Information System (FFIS).

Policy Guidance

Contract numbering system, AGAR 404.870-2, has not changed, however, paragraph 404.870-2(d), Control Number is defined herein.

For purchase order (PO) types, see the NFC Manual, Purchase Order System (PRCH) Title II, Chapter 5, Section 1.

For obtaining and maintaining the, General Services Administration (GSA) Activity Address Code (AAC), see the REE Policy and Procedure 210.9, Central Contact for Activity Address Code Maintenance.

Applicability

This policy is effective for all new contracts/PO's. Begin using the new numbering as of August 1, 2001. Older contracts/PO's that are still open may be modified to change the contract/PO number. It is encouraged that this change be made in conjunction with other contract/PO actions modifying the existing contract/PO (i.e., exercising next option period, change in delivery schedule).

However, modifying the contract/PO number is not mandatory. Documentation of the old contract/PO number and the new one in FFIS must be contained in the contract/PO file for reference purposes.

Responsibility

Procurement and Property Division, Facilities Division (FD), Area Offices and locations have responsibility for issuing contract and purchase order numbers. Areas or Locations issuing task orders against contracts awarded by FD must request the task order number from FD or from the awarding contract office.

Procedure

Contract and purchasing documents will contain 11 positions.

- a) Position one and two will be the contract/purchasing type followed by a dash (-).
- b) Position three through six will be the GSA AAC followed by a dash.
- c) Position number seven will be the Fiscal Year (FY) of the award, followed by a dash. For Contracts exceeding a 5 year term use the number scheme in Attachment 1.
- d) Position eight through eleven.
 - 1. Position eight and nine will be the sequential document number for a single contract. Position ten and eleven will always be 00 for a single contract.
 - 2. For Task Order Contracts, position eight and nine will be the sequential document number for the contract. Position ten and eleven will be the sequential number of the Task Order. Should the sequential number be greater than 99 for any given contract or task order the sequence would become alpha/numeric.
 - 3. PO's will use position eight through eleven sequentially.

- * Attachment 2, addresses the new numbering scheme. Should the sequential number be greater than 99 for any given contract or task order the sequence would become alpha/numeric.

Purchase Order (PO)	<p style="text-align: center;">_ _ - _ _ _ - _ - _ _ _</p> <p>Type Office FY Purchase (GSA, AAC) Number</p>	40-3K47-2-0010 (Fixed Cost purchase, Ordering Office, FY-2002, PO number 10)	40-3K47-3-0566 (Five hundred sixty-sixth P.O. in FY 2003)
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Contract types are as follows:

- | | |
|----------------|----------------------------------|
| 50-xxxx-x-xxxx | Construction |
| 53-xxxx-x-xxxx | Service contract (including A-E) |
| 54-xxxx-x-xxxx | Supply contract |

Purchase Order Types

- | | |
|----------------|---|
| 40-xxxx-x-xxxx | used to procure goods or services for a fixed cost and quantity with an anticipated one-time vendor payment. |
| 41-xxxx-x-xxxx | used to procure subscriptions to newspapers, periodicals, and training costs from vendors. |
| 42-xxxx-x-xxxx | used to procure goods and services for a fixed cost and quantity with anticipated recurring automatic cyclic or one time lease and other retroactive payments. |
| 43-xxxx-x-xxxx | used to procure goods and services with fixed or estimated price and quantity with anticipated one-time or recurring vendor payment and to document contractual purchase of goods and services. |
| 45-xxxx-x-xxxx | used for a Blanket Purchase Agreement (BPA) |

ATTACHMENT 1

For Contracts with terms greater than 5 years, use the corresponding “Alpha” in position seven of the contract number.

Sample:

50-3K06-C-0300

Awarded in FY 2003 and is the third contract awarded that FY.

50-3K06-D-1100

Awarded in FY 2004 and is the eleventh contract awarded that FY.

Number Scheme is below, Note skip the letter "I" since it can be mistaken for the number "1" and skip the letter "O" since it can be mistaken for the number "0".

A - 2001 N - 2013

B - 2002 P - 2014

C - 2003 Q - 2015

D - 2004 R - 2016

E - 2005 S - 2017

F - 2006 T - 2018

G - 2007 U - 2019

H - 2008 V - 2020

J - 2009 W - 2021

K - 2010 X - 2022

L - 2011 Y - 2023

M - 2012 Z - 2024

Sequential numbering

ATTACHMENT 2

Sequential numbers greater than 99 for any given contract or task order would become alpha/numeric. The new numbering scheme is from 100 through 243 (R9). Skip the letter "I" since it can be mistaken for the number "1" and skip the letter "O" since it can be mistaken for the number "0".

100 - A1	109 - B1	118 - C1	127 - D1
101 - A2	110 - B2	119 - C2	128 - D2
102 - A3	111 - B3	120 - C3	129 - D3
103 - A4	112 - B4	121 - C4	130 - D4
104 - A5	113 - B5	122 - C5	131 - D5
105 - A6	114 - B6	123 - C6	132 - D6
106 - A7	115 - B7	124 - C7	133 - D7
107 - A8	116 - B8	125 - C8	134 - D8
108 - A9	117 - B9	126 - C9	135 - D9
136 - E1	145 - F1	154 - G1	163 - H1
137 - E2	146 - F2	155 - G2	164 - H2
138 - E3	147 - F3	156 - G3	165 - H3
139 - E4	148 - F4	157 - G4	166 - H4
140 - E5	149 - F5	158 - G5	167 - H5
141 - E6	150 - F6	159 - G6	168 - H6
142 - E7	151 - F7	160 - G7	169 - H7
143 - E8	152 - F8	161 - G8	170 - H8
144 - E9	153 - F9	162 - G9	171 - H9
172 - J1	181 - K1	190 - L1	199 - M1
173 - J2	182 - K2	191 - L2	200 - M2
174 - J3	183 - K3	192 - L3	201 - M3
175 - J4	184 - K4	193 - L4	202 - M4
176 - J5	185 - K5	194 - L5	203 - M5
177 - J6	186 - K6	195 - L6	204 - M6
178 - J7	187 - K7	196 - L7	205 - M7
179 - J8	188 - K8	197 - L8	206 - M8
180 - J9	189 - K9	198 - L9	207 - M9

208 - N1	217 - P1	226 - Q1	235 - R1
209 - N2	218 - P2	227 - Q2	236 - R2
210 - N3	219 - P3	228 - Q3	237 - R3
211 - N4	220 - P4	229 - Q4	238 - R4
212 - N5	221 - P5	230 - Q5	239 - R5
213 - N6	222 - P6	231 - Q6	240 - R6
214 - N7	223 - P7	232 - Q7	241 - R7
215 - N8	224 - P8	233 - Q8	242 - R8
216 - N9	225 - P9	234 - Q9	243 - R9