



Circular Letter No. 1136

July 17, 2024

To:
Printing and Publishing Officials of the
Federal Government

Subject:
Open Requisitions (SF1) for Federal
Register and Code of Federal Regulations.



This letter is to notify you that now is the time to submit open requisitions for Fiscal Year 2025 for your agency's information (content) to be published in both the Federal Register (FR) and Code of Federal Regulations (CFR) publications (**an individual open requisition is required for each publication**). You may know that GPO is required by law to publish Federal Register notices.¹ Also, by law, agencies are required to reimburse GPO for the services performed.²

Reimbursement is only achievable with your cooperation by furnishing us with a Standard Form 1 (SF1) containing your valid BAC number and billing information.

To allow for sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of August 23, 2024, for receipt of all open requisitions.

The preferred method for submitting requisitions is to e-mail them to ojg@gpo.gov with "Federal Register and Code of Federal Regulations" in the subject line. Upon submission of a requisition, the document must be signed by an authorized agency representative. In order to simplify the process for our customers, GPO has revised the SF1 June 2022 so that the individual signing the updated order form are now able to self-certify that they have the authority to obligate funding and submit printing and binding requisitions to GPO without the additional requirement for a separate formal signature authorization memo/GPO Form <https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/formsf1-rev.pdf>

¹ Chapter 15, Title 44, United States Code. See specifically sections 1502, 1504.

² 44 U.S.C. § 1509: (a) The cost of printing, reprinting, wrapping, binding, and distributing the Federal Register and the Code of Federal Regulations, and, except as provided in subsection (b), other expenses incurred by the Government Publishing Office in carrying out the duties placed upon it by this chapter shall be charged to [GPO's] revolving fund provided in section 309. Reimbursements for such costs and expenses shall be made by the Federal agencies and credited, together with all receipts, as provided in section 309(b).

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC area headquarters Printing Officers before submitting any paperwork to avoid order duplication and to ensure signature authorization.

TO SUPPORT SUCCESSFUL PROCESSING OF REQUISITIONS AND FINANCIAL BILLING PROCESS

GPO can now support G-Invoicing (GINV) Advance (GPO GINV Deposit Accounts) and Non-Advance Orders using Standard Order Processing. If you would like to transition your current billing method to GINV, contact GPO's GINV Team at GINV@gpo.gov.

The following information must appear on each requisition:


- Requisition numbers for Fiscal Year 2025 should begin with the prefix 5 (e.g., 5-00001). If needed, requisition numbers can have up to an additional 11 characters, alpha and/or numeric, to assist agencies in identifying the order on the GPO invoice (e.g., 5-00001TXR60001234).
- Billing Address Code (BAC) to properly identify your agency.
- For agencies already using GINV with GPO, enter the correct GT&C, Order, Line, and Schedule numbers.
- Check the purchase card box if a purchase card will be used throughout the fiscal year. On each print order, indicate the purchase card number, expiration date, name as it appears on the purchase card, and phone number of the cardholder.
- Line of Accounting (LOA) information must be provided if required for agency payment processing.
- The Department of Treasury requires agencies to provide a Component Treasury Account System (TAS) and Business Event Type Code (BETC) for all IPAC transactions.
- Identify on the requisition in the "Title" box that it is for publishing in the FR or the CFR for FY 2025.
- In the Additional Information field, provide contact information for your agency's financial personnel, including name, email address, and phone number if any billing issues occur.
- Any additional information that will support the billing process.

If you have any questions concerning this circular, please contact OFR Publishing Services at email ojg@gpo.gov.

Rates for FY 2025 are as follows:

Federal Register		
MS Word submission	\$453/per page	\$151/per column
Manuscript Copy	\$522/per page	\$174/per column
Camera Copy	\$522/per page	\$174/per column
Code of Federal Regulations	\$85/per page	N/A

Sincerely,



TED PRIEBE
Managing Director, Customer Services