1. **Jacket Number:** GPO use only. This is a GPO-assigned number that changes each fiscal year.

2. **Date:** Enter the date on which order form is prepared.

3. **Department/Government Establishment:** Enter the name of the Department, Government Establishment, or organization for which the order is being placed.

4. **Bureau or Office:** Enter the name of bureau or office originating the requisition.

5. **Requisition Number:** Enter the 18 digit requisition number in sequence of release using the following format: first digit, a number indicating FY of req; second digit, a hyphen; digits 3 thru 7, numeric; 8 thru18 alpha or numeric. Example: 9-12345-GPOExpress

6. **Billing Address Code (BAC):** Enter the 6 digit BAC assigned to your agency by GPO. If no BAC code has been assigned, please contact your GPO representative.

7. **Agency Location Code (ALC):** 8 digit account number assigned by the Department of the Treasury. Your ALC is required if you are using Treasury's Intra-governmental Payment and Collection system (IPAC).

8. **Line of Accounting:** Must be a general line of Accounting and not document specific.

G-Invoicing (GINV) Numbers (fields 9–12):

GINV is Treasury's online platform to originate and settle Intragovernmental Transactions (IGT) processed through IPAC.

9. **G-Invoicing (GINV) GTC#:** The unique General Terms and Conditions (GTC) agreement number generated by the GINV application. This is a 20-character value (including hyphens). Example: AYYMM-(Requesting Agency ID)-(Servicing Agency ID)-6 digit sequential number - A2110-020-004-000010

10. **GINV Order#:** The unique Order number generated by the GINV application. This is a 20-character value (including hyphens). Example: OYYMM-(Requesting Agency ID) -(Servicing Agency ID)-6-digit sequential number - O2210-020-4-000075

11. **Order Line#:** The Order Line number associated with the Order. Example: 1, 2, 3, etc.
Note: This field may contain up to 5 numeric characters.

12. **Order Schedule#:** The sequential sub-line structure below an Order Line.Example: 1, 2, 3, etc.
Note: This field may contain up to 5 numeric characters.
For more information go to **https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing** or contact **ginv@gpo.gov**.

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13. **Treasury Account Symbol (TAS)/Business Type Code (BETC):** The TAS is an identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. More information can be found here – **https://tfx.treasury.gov/taxonomy/term/10257**

14. **Cardholder's Name:** GPOExpress authorization cards will be issued to individual cardholders. You must indicate the name as it is to appear on the GPOExpress card.

15. **Cardholder's Title:** Enter the job title of the cardholder.

16. **Email:** Enter the email address for the cardholder.

17. **Phone Number:** Enter the phone number for the cardholder.

18. **Limit:** Enter the GPOExpress transaction limit for the cardholder using the table below. All cardholders do not have to have the same transaction limit. (Note: This is a per transaction limit). GPO is the contracting officer; therefore card limits are not restricted by cardholder's contracting warrants.

A $100	N $3500
B $200	O $5000
C $300	P $6000
D $400	Q $7000
E $500	R $8000
F $600	S $9000
G $700	T $10,000
H $800	U $15,000
I $900	V $25,000
J $1000	W $50,000
K $2000	X $100,000
L $2500	Y $250,000
M $3000	Z unlimited

19. **Address:** Enter the physical address where the cardholder is located.

20. **City/State:** Enter the city and state where the cardholder is located.

21. **Zip Code:** Enter the zip code where the cardholder is located.

22. **Credit Card Info:** If you choose to use your Government Credit Card as the payment method for your GPOExpress account, complete all pertinent credit card info (i.e. credit card holder's name, credit card type, credit card number, expiration date and billing address).

23. **GPOExpress eView Administrator's Contact Name:** Each GPOExpress account must assign an eView Administrator. eView provides online access to GPOExpress account activity. The assigned eView Admin will have the authority to view all account activity for cardholders within their account, the capability to run reports. The eView Admin is not required to be a cardholder but should be an authorizing official.

24. **GPOExpress eView Administrator's Telephone Number:** Enter the telephone number of the GPOExpress eView Administrator.

25. **GPOExpress eView Administrator's Email:** Enter the email address of the GPOExpress eView Administrator.

26. **Financial Contact's Name:** Each GPOExpress account must have a contact listed in case financial issues arise. Enter the name of the financial contact associated with the GPOExpress account.

27. **Financial Contact's Telephone Number:** Enter the telephone number of the financial contact.

28. **Financial Contact's Email:** Enter the email address of the financial contact.

29. **Primary Contact's Name:** Enter the name of the person you wish to designate as the primary contact for all GPOExpress information for your department. The primary contact should be an authorizing official.

30. **Primary Contact's Telephone Number:** Enter the telephone number of the person you wish to designate as the primary contact for all GPOExpress information for your department.

31. **Primary Contact's Email:** Enter the email address of the person you wish to designate as the primary contact for all GPOExpress information for your department.

32. **Address:** Enter the mailing address of the primary contact for GPOExpress.

33. **City:** Enter the city of the primary contact for GPOExpress.

34. **State:** Enter the state of the primary contact for GPOExpress.

35. **Zip:** Enter the zip code of the mailing address for the primary contact for GPOExpress.

36. **Name of Authorizing Official:** Type authorizing official first and last name, whose name is on file with GPO.

37. **Authorizing Signature:** Form 3001 must be signed by authorizing official, whose name is on file with GPO.

38. **Title of Authorizing Official:** Title of the signing authorizing official.

You may email the form to GPOEXPRESS@gpo.gov
If you have any questions, please call 202.512.1904