

DD 1155 INSTRUCTIONS

When preparing the DD 1155 (Purchase Order) the Contracting Officer will complete the following blocks (1-25).

1. Procurement Instrument Identification Number (PIIN)
3. Date of the Order.
4. Requisition/Purchase Request Number
6. Insert the name and address of the issuing office to include the buyer's name and phone number.
7. Enter the name and address of the organization responsible for administering this contract.
8. Indicate the Free on Board (FOB) point by checking the applicable box
9. Enter the full business name and address of the contractor or quoter.
10. Single or multiple delivery dates.
12. Discount for prompt payment in percent.
13. If one of the previous blocks contained the address to mail the invoice to, refer to that block number. Otherwise insert "See Schedule".
14. If a single ship-to point is applicable, enter it here. If multiple ship-to points are used, insert "See Schedule".
15. Enter the name and address of the activity making payments.
16. Check the block that indicates this is a purchase order. In the next block indicate the type of quotation, i.e., oral or written.
17. Enter the accounting classification code (fund cite).
18. Enter an item number for each item of supply or service separately identified.
19. Enter the most descriptive noun or verb of the supplies or services to be furnished followed by additional words as necessary to complete the description. A national stock number should be included if available.
20. Enter the total quantity ordered for each line item or if these subline items for each subline item.
21. Enter the unit of measure.
22. Enter the unit price per line item or subline item.
23. Enter the extended dollar amount (quantity x unit price) for each line item.
24. Enter signature of ordering officer or contracting officer.
25. Enter the total amount of the order.

The remaining blocks are the responsibility of those performing the receiving and payment functions. Guidance for completion of these blocks is contained in AFARS 13.505-70 and AR 37-107.