

**FEDERAL PROCUREMENT DATA SYSTEMS (FPDS)  
CONTRACTING OFFICE CODE REPORT**

1A. DATE SUBMITTED

1B. SUBMITTED BY

2. START DATE (6 Pos.)

3. REPORTING AGENCY (FIP 95) (4 Pos.)

4. CONTRACTING OFFICE CODE (5 letters or numbers;  
no spaces, no special characters) (5 Pos.)

5. TYPE OF ENTRY (1 Pos.)

6. AGENCY/SUBAGENCY NAME (Left justified) (44Pos.)

A - Add  
B - Delete Existing Code  
C - Change Existing Code

**CONTRACTING OFFICE**

7. NAME (Left justified) (44 Pos.)

8. STREET ADDRESS (Left justified) (44 Pos.)

9. OPTIONAL ADDRESS LINE (Left justified) (44 Pos.)

10. CITY OR TOWN (Left justified) (30 Pos.)

11. STATE CODE (FIPS 55 alpha) (2 Pos.)

13. COUNTRY CODE (Leave blank if item 11 is completed) (FIPS 10)  
(2 Pos.)

12. ZIP CODE (Left justified) (9 Pos.)

**OR**

14. POSTAL CODE (If applicable, left justify) (9 Pos.)

GENERAL SERVICES ADMINISTRATION

**GSA FORM 3672** (4/2000)