

DATE	VEHICLE DESCRIPTION	ODOMETER READING	ACCOUNTING CONTROL TRANSACTION (ACT) NUMBER	CONTRACT NUMBER <i>(When applicable)</i>	FLEET MANAGEMENT SYSTEM (FMS) 2553 TRANSACTION PREPARED? <i>(Check one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
CLASS	TAG NUMBER	REGION	FLEET MANAGEMENT CENTER (FMC)	SUB FMC	NAME AND ADDRESS OF REPAIR FACILITY	
VENDOR CONTACT		TELEPHONE	AREA CODE	NUMBER		BILLED TO:
VENDOR E-MAIL ADDRESS						
VEHICLE IDENTIFICATION NUMBER		DATE	PAYMENT TYPE			
BUSINESS CLASSIFICATION <input type="checkbox"/> SMALL <input type="checkbox"/> HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZone) <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> EMERGING SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> VETERAN <input type="checkbox"/> WOMEN-OWNED <input type="checkbox"/> SERVICE DISABLED VETERAN			VENDOR UNIQUE ENTITY IDENTIFIER (UEI)			
REMARKS			VENDOR NUMBER		REGISTERED IN SYSTEM FOR AWARD MANAGEMENT (SAM)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMMENTS			COST CODE <i>(Check one)</i>		INVOICE NUMBER	
			<input type="checkbox"/> 145 <input type="checkbox"/> 180 <input type="checkbox"/> 160 <input type="checkbox"/> 190 <input type="checkbox"/> 811			
			ONLY REPAIRS DESCRIBED BELOW ARE AUTHORIZED			
			DATE	DESCRIPTION OF REPAIRS	ESTIMATED COSTS	
		TOTAL ESTIMATED COSTS		\$		
SUPPLEMENT 1 DATE	SUPPLEMENTED BY <i>(Signature)</i>		SUPPLEMENT 1 AMOUNT			
			\$			
SUPPLEMENT 2 DATE	SUPPLEMENTED BY <i>(Signature)</i>		SUPPLEMENT 2 AMOUNT			
			\$			
SUPPLEMENT 3 DATE	SUPPLEMENTED BY <i>(Signature)</i>		SUPPLEMENT 3 AMOUNT			
			\$			
AGENCY CONTACT NAME		AGENCY CONTACT E-MAIL	AGENCY CONTACT PHONE NUMBER			
AUTHORIZED BY <i>(Signature)</i>		AUTHORIZED BY <i>(Please print)</i>	DATE	TOTAL AUTHORIZED AMOUNT	TOTAL MODIFIED AMOUNT	FINAL COST
				\$	\$	\$
CERTIFIED BY <i>(Signature)</i>		CERTIFIED BY <i>(Please print)</i>	DATE			
				TOTAL COST		\$

Terms and Conditions

<u>Federal Acquisition Regulation or Clause</u>	<u>Effective Date</u>
52.204-7 System for Award Management	October 2018
52.204-12 Unique Entity Identifier Maintenance	October 2018
52.204-16 Commercial and Government Entity Code Reporting	August 2020
52.204-19 Incorporation by Reference of Representations and Certifications	December 2014
52.214-34 Submission of Offers in the English Language	April 1991
52.214-35 Submission of Offers in U.S. Currency	April 1991
52.232-1 Payments	April 1984
52.232-8 Discounts for Prompt Payment	February 2002
52.232-25 Prompt Payment	January 2017
52.232-33 Payment by Electronic Fund Transfer - System for Award Management	September 2018
52.233-1 Disputes	July 2002
52.233-3 Protest after award	August 1996
52.243-1 Changes - Fixed Price	August 1987
52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form)	April 1984
52.249-4 Termination for Convenience of the Government (Services) (Short Form)	April 1984
52.249-8 Default (Fixed Price Supply and Service)	April 1984
52.252-2 Clauses Incorporated by Reference	June 1988
52.212-5 Contract Terms and Conditions Required to Implement Executive Orders - Commercial Items	January 2004
52.246-1 Contractor Inspection Requirements	April 1984
552.232-39 Unenforceability of Unauthorized Obligations	February 2018
552.229-70 Federal, State, and Local Taxes	April 1984
552.232-77 Payment by Government Commercial Purchase Card	March 2000
552.232-78 Commercial Supplier Agreements - Unenforceable Clauses	July 2000