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# Part 553 - Forms

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**Parent topic:** General Services Administration Acquisition Manual

## **Subpart 553.1 - General**

### **553.101 Requirements for use of forms.**

Parts 501-552 and 570 prescribe the requirements for use of GSA forms illustrated or referenced in this part. You may identify the prescription as follows:

(a) *Forms available on-line.* The list of forms available on-line in 553.370-1 identifies the basic prescription for each referenced form.

(b) *Illustrated forms.* The prescription for each illustrated form is identified by a cross-reference shown on the illustration. When a form is mentioned in more than one place in this regulation, the section referenced on the illustration is the section that contains the basic prescription.

### **553.102 Current editions.**

You must use the current edition of the forms identified in subpart 553.3 unless otherwise authorized under this regulation.

### **553.170 Establishing and revising GSA Forms.**

(a) GSA Order OGP 1824.1, GSA Forms Management Program Handbook, outlines requirements, responsibilities, standards, policies, and procedures for the GSA Forms Management Program, including the instruction that.

(i) If two or more GSA Services or Offices use an acquisition related GSA form, the Office of Acquisition Policy maintains the form.

(ii) If only one GSA Service or Office uses a GSA form or if the form is used for a contract type unique to one Service or Office (e.g., construction contracts), that Service or Office is responsible for maintaining the form.

(b) To establish a new GSA Form, request changes to an existing form, or cancel an existing form, please reference the FAQs found at the GSA Forms library at <https://www.gsa.gov/reference/forms>.

(i) Any proposed new or revised GSA acquisition related form must be submitted to the Office of Acquisition Policy for review and concurrence.

## **Subpart 553.3 - Forms Used in Acquisitions**

### **553.300 Listing of Standard, Optional, and Agency forms.**

(a) This subpart lists standard and GSA forms prescribed or referenced in Parts 501-551 and 571.

(b) This subpart does not list standard forms listed in the FAR.

(c) Access the forms listed below on the GSA Forms Library at <https://www.gsa.gov/forms>.

| <b>Form No.</b>  | <b>Title</b>  | <b>Reference(s)</b>                                      |
|------------------|---|--|
| Standard Form 2  | U.S. Government Lease for Real Property               | <u>570.801</u>   |
| Standard Form 33 | Solicitation, Offer, and Award                        | <u>514.201-2</u>   |
| GSA Form 184     | Construction Progress Report                          | <u>532.103</u>   |
| GSA Form 184A    | Construction Progress Report (Work Branch Breakdown)  | <u>532.103</u>   |
| GSA Form 184B    | Construction Progress Report (Change Order Breakdown) | <u>532.103</u>   |
| GSA Form 300     | Order for Supplies and Services                       | <u>513.302-70(b)</u> , <u>505.503</u> , <u>570.502-2</u> |
| GSA Form 300A    | Order for Supplies and Services (Continuation)        | <u>513.302-70(a)(3)</u>                                  |
| GSA Form 308     | Notice of Inspection                                  | <u>552.246-71</u>  |

| <b>Form No.</b>    | <b>Title</b>  | <b>Reference(s)</b>  |
|--------------------|---|--|
| GSA Form 527       | Contractor's Qualifications and Financial Information                       | <u>509.105-1(a)</u>  |
| GSA Form 533-1     | Administrative Difference Statement for Temporary Duty Travel               | <u>532.7204</u>  |
| GSA Form 1142      | Release of Claims   | <u>532.905-70(b)</u> , <u>552.232-5</u> ,<br><u>552.232-72</u> |
| GSA Form 1217      | Lessor's Annual Cost Statement  | <u>570.802(d)</u>  |
| GSA Form 1364      | Proposal to Lease Space   | <u>570.802(c)</u>  |
| Standard Form 1402 | Certificate of Appointment  | <u>501.603-3</u>   |
| Standard Form 1409 | Abstract of Offers  | <u>514.403</u>   |
| Standard Form 1447 | Solicitation/Contract   | <u>514.201-2</u>   |
| Standard Form 1449 | Solicitation/Contract/Order for Commercial Products and Commercial Services | <u>514.201-2</u>   |
| GSA Form 1458      | Motor Vehicle Maintenance, Repair and Service Purchase Order                | <u>513.302-70(c)</u>   |
| GSA Form 1535      | Recommendation for Award  | <u>514.404-2</u> , <u>514.408-70</u>                           |
| GSA Form 1535-A    | Recommendation for Award(s) Continuation                                    | <u>514.408-70</u>  |
| GSA Form 1611      | Application for Shipping Instructions and Notice of Availability            | <u>552.238-107</u>   |
| GSA Form 1649      | Notification of Federal Supply Schedule Improvement                         | <u>538.273</u> , <u>538.7201</u>                               |
| GSA Form 1678      | Status Report of Orders and Shipments                                       | <u>552.242-70(a)</u> ,<br><u>552.242-70</u>                    |

| <b>Form No.</b> | <b>Title</b>  | <b>Reference(s)</b>                                    |
|-----------------|---|--|
| GSA Form 1766   | Structured Approach Profit/Fee Objective                                    | <a href="#">515.404-70(e)</a>                          |
| GSA Form 2010   | Small Purchase Tabulation Source List/Abstract                              | <a href="#">513.106-3</a>                              |
| GSA Form 2419   | Certification of Progress Payments Under Fixed-Price Construction Contracts | <a href="#">552.232-5</a>                              |
| GSA Form 2437   | Findings of Fact for Contract Modification                                  | <a href="#">543.204</a>                                |
| GSA Form 2689   | Small Business Analysis Record  | <a href="#">519.202-1</a> , <a href="#">519.502-70</a> |
| GSA Form 3186   | Order for Supplies or Services  | <a href="#">513.302-70(c)</a>                          |
| GSA Form 3186B  | Order for Supplies or Services (EDI)  | <a href="#">513.302-70(c)</a>                          |
| GSA Form 3409   | Personal Qualifications Statement for Appointment as Contracting Officer    | <a href="#">501.603-2(e)(1)</a>                        |
| GSA Form 3410   | Request for Appointment   | <a href="#">501.603-2</a>                              |
| GSA Form 3471   | Abstract of Offers  | <a href="#">514.403(c)</a>                             |
| GSA Form 3521   | Blanket Purchase Agreement  | <a href="#">513.303-3</a>                              |
| GSA Form 3626   | U.S. Government Lease for Real Property (Short Form)                        | <a href="#">570.801</a> , <a href="#">570.802(a)</a>   |
| GSA Form 8002A  | Motor Vehicle Requisition Status  | <a href="#">513.302-70(d)</a>                          |
| GSA Form 8002B  | Motor Vehicle Delivery Order (Incomplete)                                   | <a href="#">513.302-70(d)</a>                          |