



Treasury Intra-departmental Purchase Request (TIPR)
For purchase of goods and/or services by one Treasury Bureau on behalf of another Treasury Bureau

Form rev. 04/15/2013

Section I: Administrative Information

2. Servicing (Contracting) Bureau <input style="width: 150px;" type="text"/>	1. Date of Request <input style="width: 180px;" type="text"/>
3. Requesting (Funding) Bureau <input style="width: 150px;" type="text"/>	6. TIPR Number <input style="width: 180px;" type="text"/>
4. Type of Request <input style="width: 150px;" type="text"/>	7. Requestor Information
5. Project Title <input style="width: 280px;" type="text"/>	7a. Name <input style="width: 230px;" type="text"/>
	7b. Email <input style="width: 230px;" type="text"/>
	7c. Phone <input style="width: 230px;" type="text"/>

Section II: Requisition Information

8. Description of requirement	
9. Date requested/needed: <input style="width: 220px;" type="text"/>	13. Contracting Officer Representative (COR) Information
10. Performance end date <input style="width: 220px;" type="text"/>	13a. Name <input style="width: 260px;" type="text"/>
11. Payment Office <input style="width: 300px;" type="text"/>	13b. Certification <input style="width: 260px;" type="text"/>
12. Ship to Address <input style="width: 300px;" type="text"/>	13c. Email <input style="width: 260px;" type="text"/>
	13d. Phone <input style="width: 260px;" type="text"/>

Section III: Funding Information

14. Business Object Class <input style="width: 170px;" type="text"/>	19. BETC <input style="width: 190px;" type="text"/>
15. Fiscal Year <input style="width: 170px;" type="text"/>	20. ALC <input style="width: 190px;" type="text"/>
16. Product or Service Code <input style="width: 170px;" type="text"/>	21. BPN/DUNS <input style="width: 190px;" type="text"/>
17. Reporting Category <input style="width: 170px;" type="text"/>	22. TAS <input style="width: 190px;" type="text"/>
18. Amount <input style="width: 170px;" type="text"/>	23. Other Fund Information <input style="width: 190px;" type="text"/>
24. Method of payment <input style="width: 620px;" type="text"/>	

Section IV: Certifications and approvals

I certify that this is a bona fide need of the program office for the fiscal year in which good and/or services are requested:

25a. Requestor <input style="width: 270px;" type="text"/>	25b. Date <input style="width: 160px;" type="text"/>
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I approve this request to purchase the goods and/or services identified above from the designated Contracting Bureau:

26a. Bureau Chief Procurement Officer <input style="width: 270px;" type="text"/>	26b. Date <input style="width: 160px;" type="text"/>
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I hereby certify that the funds identified herein are available for obligation:

27a. Bureau Chief Financial Officer (or delegate) <input style="width: 270px;" type="text"/>	27b. Date <input style="width: 160px;" type="text"/>
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Instructions for completion of the Treasury Intra-departmental Purchase Request (TIPR) Form

Section I. Administrative Information

- Box 1 Enter the date of the Purchase request
- Box 2 Select the Bureau awarding/administering the contract for which the purchase is requested
- Box 3 Select the Bureau requesting the purchase
- Box 4 Select whether this is a new request or an amendment to an existing request
- Box 5 Enter a short title for the acquisition, project or contract
- Box 6 Enter the TIPR number in the following format: YYYY-FB-CB-Number-Amd, where:
- YYYY = Fiscal Year of funding
- FB = acronym of requesting bureau
- CB = acronym of Contracting Bureau
- Number = sequential three digit number
- Amd = sequential two-digit number representing amendments to TIPR
- Box 7 Enter the name of the individual requesting the purchase

Section II. Requisition Information

- Box 8 Enter the description of the required goods or services, including item numbers, quantities, and prices
- Box 9 Enter the date that contract award is requested or required by
- Box 10 Enter the date of final delivery or performance under the contract
- Box 11 Enter the name and address of the payment office
- Box 12 Enter the address to which goods are to be delivered or performance rendered
- Box 13 Enter the name, certification level, email address, and phone number of the Contracting Officer representative or nominee

Section III. Funding Information

- Box 14 Enter the Object Object Classification of the purchase
- Box 15 Enter the fiscal year of the funding
- Box 16 Enter the Product or Service Code for the purchase
- Box 17 Enter the Reporting Category of the funding
- Box 18 Enter the amount of funds committed by this Purchase Request
- Box 19 Enter the Business Event Type Code (BETC)
- Box 20 Enter the requesting Bureau customer's Agency Location Code (ALC)
- Box 21 Enter the requesting bureau's Business Partner Network (BPN) / data Universal Numbering System (DUNS) number
- Box 22 Enter the requesting bureau's Treasury account Symbol (TAS)
- Box 23 Enter any additional funding information required to execute the transaction
- Box 24 Select the Method by which the servicing Bureau will be funded: advance of obligation, as reimbursement for services rendered, or by direct cite

Section IV. Certifications and approvals

- Box 20 Signature and date of the requestor
- Box 21 Signature and date of the Bureau Chief Procurement Officer
- Box 22 Signature and Date of the Funding Bureau Chief Financial Officer (or delegate)