Subpart 504.16 - Unique Procurement Instrument Identifiers

Parent topic: Part 504 - Administrative Matters

504.1603 Procedures.

(a) *Elements of a PIID*. The PIID consists of 13 alphanumeric characters as follows:

Character(s)	Content	Content Description Location	Example
1-6	Activity Address Code	See 504.605	47PA01
7-8	Last Two Digits of Fiscal Year of Number Assignment		15
9	Instrument Code	See 504.1603(b)	F
10-13	Serial Number	See 504.1603(c)	0001

(b) *Procurement Instrument Type Codes*. Indicate the type of instrument consistent with the letter designation provided in FAR 4.1603(a)(3). The letter designations for the identified type of instruments unique to agency policy are identified as follows:

Instrument	Letter Designation
Purchase orders (open market simplified acquisition) - manual	M
Request for information	N
Standing price quote (SPQ)	T

(c) *Serial Number Codes*.

(1) A separate series of numbers may be used for each basic instrument type (see 504.1603(b)).

(2) For delivery or task orders, each order issued by contracting office must receive a consecutive serial number. That is, orders are numbered in sequence as issued by the contracting office, but they are not in sequence under any individual contract.

(3) At the beginning of each fiscal year, the first number assigned is 0001.

(4) Alphanumeric characters are serially assigned after the numeric series is exhausted.

(5) The allowable numeric and alphanumeric sequences, excluding alpha I and O are–

(i) 0001 through 9999;

(ii) A001 through A999, B001 through B999;

(iii) and so on to Z001 through Z999.

(6) Each issuing office is responsible for controlling serial number assignments.

504.1670 Unique identifier for procurements supporting a leasehold interest.

(a) *General*. Procurements supporting a leasehold interest include: architectural and engineering (A&E) design and other related activities, project management, construction, space alterations (irrespective of size or scope), security-related tenant buildout, building-specific security countermeasures, personal (moveable) property, and overtime utilities.

(b) *Procurement Actions*. Any procurement supporting a leasehold interest (including those at or below the micro-purchase threshold), including stand-alone contracts or lease amendments, must reference the associated lease number (8-character number such as LMA00001) in the system of record (e.g., EASi, G-REX, RETA, REXUS, Pegasys) in which that action is being processed or recorded, and on the procurement document. Data must be recorded in a standardized data field, as appropriate. For systems that do not have the capability to capture the associated lease number, the lease number may be placed on the procurement document itself alone.

(c) *Reimbursable Work Authorizations (RWAs)*.

(1) *RWAs prior to lease award*. For any RWA submissions (including at or below the micro-purchase threshold) where the lease is not yet awarded, the associated lease number (8-character number such as LMA00001) shall be input into the system of record for the RWA and on the procurement document, within 3 business days of the lease award date or the creation of a lease number, whichever is later. Data must be recorded in a standardized data field, as appropriate. For systems that do not have the capability to capture the associated lease number, the lease number may be placed on the procurement document itself alone.

(2) *RWAs after lease award*. For any RWA submissions (including at or below the micro-purchase threshold) where the lease is already awarded, the associated lease number (8-character number such as LMA00001) shall be input into the system of record for the RWA and on the procurement document. Data must be recorded in a standardized data field, as appropriate. For systems that do not have the capability to capture the associated lease number, the lease number may be placed on the procurement document itself alone.