

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) If two or more GSA Services or Offices use a GSA form, the Office of Acquisition Policy maintains the form.

(b) 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.

(c) 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 - Illustrations of Forms

553.300 Scope of subpart.

This subpart illustrates standard and GSA forms prescribed or referenced in Parts 501-551 and 570. Instructions on completing a form, if included, are identified by the suffix "I" after the GSAR section number.

553.300-70 Forms not illustrated.

This subpart does not illustrate either:

- (a) Standard forms illustrated in the FAR.
- (b) Forms available on-line. You can access the forms listed below at the location indicated.

FormNo.	Title	Reference	On-line Location
Standard Form 2	U.S. Government Lease for Real Property	570.801	https://gsa.gov/portal/forms/download/116150
GSA Form 72A	Contractor's Report of Sales	552.238-80	http://vsc.gsa.gov
GSA Form 276	Supplemental Lease Agreement	570.802(b)	https://gsa.gov/portal/forms/download/114618
GSA Form300	Order for Supplies and Services	513.302-70(b)	https://gsa.gov/portal/forms/download/114682
GSA Form300A	Order for Supplies and Services (Continuation)	513.302-70(a)(3)	https://gsa.gov/portal/forms/download/114686
GSA Form 527	Contractor's Qualifications and Financial Information	509.105-1(a)	https://gsa.gov/portal/forms/download/115238

FormNo.	Title	Reference	On-line Location
GSA Form1142	Release of Claims	532.905-70(b)	https://gsa.gov/portal/forms/download/114470
GSA Form 1364	Proposal to Lease Space	570.802(c)	https://gsa.gov/portal/forms/download/113998
GSA Form 1217	Lessor's Annual Cost Statement	570.802(d)	https://www.gsa.gov/portal/forms/download/114506
GSA Form 1378	Record of, and Receipt For, Bids and Responses	514.401(a)(4)	https://gsa.gov/portal/forms/download/114006
GSA Form 1458	Motor Vehicle Maintenance, Repair and Service Purchase Order	513.302-70(c)	https://gsa.gov/portal/forms/download/114046
GSA Form 1602	Notice Concerning Solicitation	514.201-70 , 515.210-70	https://gsa.gov/portal/forms/download/114114
GSA Form 1678	Status Report of Orders and Shipments	552.242-70(a)	https://gsa.gov/portal/forms/download/114154
GSA Form 1766	Structured Approach Profit/Fee Objective	515.404-70(e)	https://www.gsa.gov/portal/forms/download/114218
GSA Form 2010	Small Purchase Tabulation Source List/Abstract	513.106-3	https://gsa.gov/portal/forms/download/114266
GSA Form 2419	Certification of Progress Payments Under Fixed-Price Construction Contracts	532.111	https://gsa.gov/portal/forms/download/114386
GSA Form 2689	Small Business Analysis Record	519.502-70	https://gsa.gov/portal/forms/download/114598

FormNo.	Title	Reference	On-line Location
GSA Form 3186	Order for Supplies or Services	513.302-70(d)	https://gsa.gov/portal/forms/download/252423
GSA Form 3409	Personal Qualifications Statement for Appointment as Contracting Officer	501.603-2(e)(1)	https://gsa.gov/portal/forms/download/114850
GSA Form 3410	Request for Appointment	501.603-2	https://gsa.gov/portal/forms/download/114854
GSA Form 3471	Abstract of Offers	514.403(c)	https://gsa.gov/portal/forms/download/114898
GSA Form 3611	Source Selection Information Cover Page	503.104(b)(1)	https://gsa.gov/portal/forms/download/116730
GSA Form 3626	U.S. Government Lease for Real Property (Short Form)	570.802(a)	https://gsa.gov/portal/forms/download/115078
GSA Form 3695	Mentor-Protégé Program Application	519.7009(a)	https://gsa.gov/portal/forms/download/117254
GSA Form 8002A	Motor Vehicle Requisition Status	513.302-70(d)	https://gsa.gov/portal/forms/download/119718