

Part 53 - Forms

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[Subpart 53.3 - Forms Used in Acquisitions](#)

[53.300 Listing of Standard, Optional, and Agency forms.](#)

Parent topic: [Federal Acquisition Regulation](#)

53.000 Scope of part.

This part—

- (a) Prescribes standard forms (SF's) and references optional forms (OF's) and agency-prescribed

forms for use in acquisition; and

(b) Contains requirements and information generally applicable to the forms.

53.001 Definitions.

Exception, as used in this part, means an approved departure from the established design, content, printing specifications, or conditions for use of any standard form.

Subpart 53.1 - General

53.100 Scope of subpart.

This subpart contains requirements and information generally applicable to the forms prescribed in this regulation.

53.101 Requirements for use of forms.

The requirements for use of the forms prescribed or referenced in this part are contained in [parts 1](#) through [52](#), where the subject matter applicable to each form is addressed. The specific location of each requirement is identified in [subpart 53.2](#).

53.102 Current editions.

The form prescriptions in [subpart 53.2](#) and the FAR forms located at <https://www.gsa.gov/forms> contain current edition dates. Contracting officers shall use the current editions unless otherwise authorized under this regulation.

53.103 Exceptions.

Agencies shall not-

(a) Alter a standard form prescribed by this regulation; or

(b) Use for the same purpose any form other than the standard form prescribed by this regulation without receiving in advance an exception to the form.

53.104 Overprinting.

Standard and optional forms (obtained as required by [53.107](#)) may be overprinted with names, addresses, and other uniform entries that are consistent with the purpose of the form and that do not alter the form in any way. Exception approval for overprinting is not needed.

53.105 Computer generation.

(a) The forms prescribed by this part may be computer generated without exception approval (see

[53.103](#)), provided-

(1) There is no change to the name, content, or sequence of the data elements, and the form carries the Standard or Optional Form number and edition date (see [53.111](#)); or

(2) The form is in an electronic format covered by the American National Standards Institute (ANSI) X12 Standards published by the Accredited Standards Committee X12 on Electronic Data Interchange or a format that can be translated into one of those standards.

(b) The standards listed in paragraph (a)(2) of this section may also be used for submission of data set forth in other parts for which specific forms have not been prescribed.

53.106 Special construction and printing.

Contracting offices may request exceptions (see [53.103](#)) to standard forms for special construction and printing. Examples of common exceptions are as follows:

Standard Forms	Special Construction and Printing
(a) SF 18-	(1) With vertical lines omitted (for listing of supplies and services, unit, etc.); (2) As reproducible masters; and/or (3) In carbon interleaved pads or sets.
(b) SF's 26 , 30 , 33 , 1447-	As die-cut stencils or reproducible masters.
(c) SF 44-	(1) With serial numbers and contracting office name and address; and/or (2) On special weight of paper and with the type of construction, number of sets per book, 2 and number of parts per set as specified by the contracting officer. (Executive agencies may supplement the administrative instructions on the inside front cover of the book.)
(d) SF 1442-	(1) As die-cut stencils or reproducible masters; and/or (2) With additional wording as required by the executive agency. (However, the sequence and wording of the items appearing on the prescribed form should not be altered.

53.107 Obtaining forms.

Executive agencies shall obtain standard and optional forms from the General Services Administration (GSA) Forms Library at <https://www.gsa.gov/forms>. Agency forms are available from the prescribing agency.

53.108 Recommendations concerning forms.

Users of this regulation may recommend new forms or the revision, elimination, or consolidation of the forms prescribed or referenced in this regulation. Recommendations from within an executive agency shall be submitted to the cognizant council in accordance with agency procedures. Recommendations from other than executive agencies should be submitted directly to the FAR Secretariat.

53.109 Forms prescribed by other regulations.

Certain forms referred to in [subpart 53.2](#) are prescribed in other regulations and are specified by the FAR for use in acquisition. For each of these forms, the prescribing agency is identified by means of a parenthetical notation after the form number. For example, [SF 1165](#), which is prescribed by the Government Accountability Office (GAO), is identified as [SF 1165 \(GAO\)](#).

53.110 Continuation sheets.

Except as may be otherwise indicated in the FAR, all standard forms prescribed by the FAR may be continued on (a) plain paper of similar specification, or (b) specially constructed continuation sheets (*e.g.*, [OF336](#)). Continuation sheets shall be annotated in the upper right-hand corner with the reference number of the document being continued and the serial page number.

53.111 Contract clause.

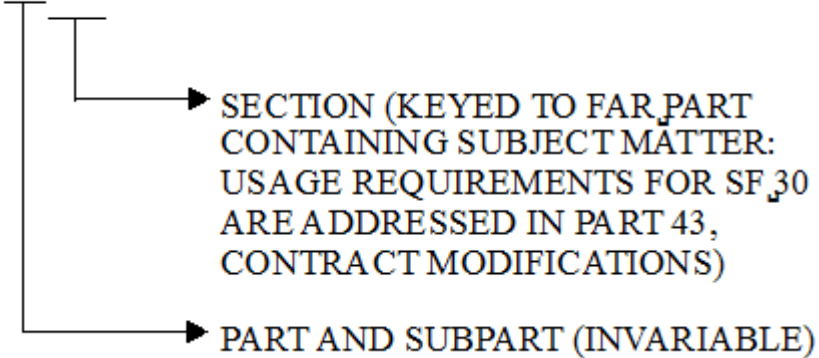
Contracting officers shall insert the clause at [52.253-1](#), Computer Generated Forms, in solicitations and contracts that require the contractor to submit data on Standard or Optional Forms prescribed by this regulation; and, unless prohibited by agency regulations, forms prescribed by agency supplements.

Subpart 53.2 - Prescription of Forms

53.200 Scope of subpart.

This subpart prescribes standard forms and references optional forms and agency-prescribed forms for use in acquisition. Consistent with the approach used in [subpart 52.2](#), this subpart is arranged by subject matter, in the same order as, and keyed to, the parts of the FAR in which the form usage requirements are addressed. For example, forms addressed in FAR [part 14](#), Sealed Bidding, are treated in this subpart in section [53.214](#), Sealed Bidding; forms addressed in FAR [part 43](#), Contract Modifications, are treated in this subpart in section [53.243](#), Contract modifications. The following example illustrates how the subjects are keyed to the parts in which they are addressed:

53.243 Contract Modifications (SF 30).



53.201 Federal acquisition system.

53.201-1 Contracting authority and responsibilities (SF 1402).

[SF 1402](#) (10/83), *Certificate of Appointment*. [SF 1402](#) is prescribed for use in appointing contracting officers, as specified in [1.603-3](#).

53.202 [Reserved]

53.203 [Reserved]

53.204 Administrative matters.

53.204-1 Safeguarding classified information within industry (DDForm254, DDForm441).

The following forms, which are prescribed by the Department of Defense, shall be used by DoD components and those nondefense agencies with which DoD has agreements to provide industrial security services for the National Industrial Security Program if contractor access to classified information is required, as specified in subpart [4.4](#) and the clause at [52.204-2](#):

(a) *DD Form 254 (Department of Defense (DoD)), Contract Security Classification Specification*. (See [4.403](#)(c)(1).)

(b) *DD Form 441 (DoD), Security Agreement*. (See paragraph (b) of the clause at [52.204-2](#).)

53.204-2 [Reserved]

53.205 Publicizing contract actions.

53.205-1 Paid advertisements.

[SF 1449](#), prescribed in [53.212](#), shall be used to place orders for paid advertisements as specified in [5.503](#).

53.206 [Reserved]

53.207 [Reserved]

53.208 [Reserved]

53.209 Contractor qualifications.

53.209-1 Responsible prospective contractors.

The following forms are prescribed for use in conducting preaward surveys of prospective contractors, as specified in [9.106-1](#) , [9.106-2](#) , and [9.106-4](#) . These forms are authorized for local reproduction and can be found at the GSA Forms Library at <https://www.gsa.gov/forms> .

- (a) [SF 1403](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor (General)*.
- (b) [SF 1404](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Technical*.
- (c) [SF 1405](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Production*.
- (d) [SF 1406](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Quality Assurance*.
- (e) [SF 1407](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Financial Capability*.
- (f) [SF 1408](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Accounting System*.

53.210 [Reserved]

53.211 [Reserved]

53.212 Acquisition of commercial items.

[SF 1449](#) (Rev.2/2012), *Solicitation/Contract/Order for Commercial Items*. [SF 1449](#) is prescribed for use in solicitations and contracts for commercial items. Agencies may prescribe additional detailed instructions for use of the form.

53.213 Simplified acquisition procedures (SF's 18, 30, 44, 1165, 1449, and OF's 336, 347, and 348).

The following forms are prescribed as stated in this section for use in simplified acquisition procedures, orders under existing contracts or agreements, and orders from required sources of supplies and services:

(a) [SF 18](#) (Rev.6/95), *Request for Quotations*, or [SF 1449](#) (Rev.2/2012), *Solicitation/Contract/Order for Commercial Items*. [SF 18](#) is prescribed for use in obtaining price, cost, delivery, and related information from suppliers as specified in [13.307\(b\)](#). [SF 1449](#), as prescribed in [53.212](#), or other agency forms/automated formats, may also be used to obtain price, cost, delivery, and related information from suppliers as specified in [13.307\(b\)](#).

- (b) [SF 30](#) (Rev.11/2016), *Amendment of Solicitation/ Modification of Contract*. [SF 30](#), prescribed in

[53.243](#), may be used for modifying purchase orders, as specified in [13.307\(c\)\(3\)](#).

(c) [SF 44](#) (Rev.10/83), *Purchase Order Invoice Voucher*. [SF 44](#) is prescribed for use in simplified acquisition procedures, as specified in [13.306](#).

(d) [SF 1165](#) (6/83Ed.), *Receipt for Cash-Subvoucher*. [SF 1165](#) (GAO) may be used for imprest fund purchases, as specified in [13.307\(e\)](#).

(e) [OF 336](#) (4/86Ed.), *Continuation Sheet*. [OF 336](#), prescribed in [53.214\(h\)](#), may be used as a continuation sheet in solicitations, as specified in [13.307\(c\)\(1\)](#).

(f) [SF 1449](#) (Rev.2/2012) Solicitation/Contract/Order for Commercial Items prescribed in [53.212](#), [OF 347](#) (Rev.2/2012), Order for Supplies or Services, and [OF 348](#) (Rev.4/06), Order for Supplies or Services-Schedule Continuation. [SF 1449](#), OF's [347](#) and [348](#) (or approved agency forms/automated formats) may be used as follows:

(1) To accomplish acquisitions under simplified acquisition procedures, as specified in [13.307](#).

(2) To establish blanket purchase agreements (BPA's), as specified in [13.303-2](#), and to make purchases under BPA's, as specified in [13.303-5](#).

(3) To issue orders under basic ordering agreements, as specified in [16.703\(d\)\(2\)\(i\)](#).

(4) As otherwise specified in this chapter (e.g., see [5.503\(a\)\(2\)](#), [8.406-1](#), [36.701\(b\)](#), and [51.102\(e\)\(3\)\(ii\)](#)).

53.214 Sealed bidding.

The following forms are prescribed for use in contracting by sealed bidding (except for construction and architect-engineer services):

(a) [SF 26](#) (Rev. 3/2013), *Award/Contract*. [SF 26](#) is prescribed for use in awarding sealed bid contracts for supplies or services in which bids were obtained on [SF 33](#), Solicitation, Offer and Award, as specified in [14.408-1\(d\)\(1\)](#). Block 18 may only be used for sealed-bid procurements.

(b) [SF 30](#), *Amendment of Solicitation/Modification of Contract*. [SF 30](#), prescribed in [53.243](#), shall be used in amending invitations for bids, as specified in [14.208\(a\)](#).

(c) [SF 33](#) (Rev. 9/97), *Solicitation, Offer and Award*. [SF 33](#) is prescribed for use in soliciting bids for supplies or services and for awarding the contracts that result from the bids, as specified in [14.201-2\(a\)\(1\)](#), unless award is accomplished by [SF 26](#).

(d) [SF 1447](#) (Rev. 8/2016), *Solicitation/Contract*. [SF 1447](#) is prescribed for use in soliciting supplies or services and for awarding contracts that result from the bids. It shall be used when the simplified contract format is used (see [14.201-9](#)) and may be used in place of the [SF 26](#) or [SF 33](#) with other solicitations and awards. Agencies may prescribe additional detailed instructions for use of the form.

(e) [Reserved]

(f) [SF 1409](#) (Rev. 9/88), *Abstract of Offers*, and [SF 1410](#) (9/88), *Abstract of Offers-Continuation*. [SF 1409](#) and [SF 1410](#) are prescribed for use in recording bids, as specified in [14.403\(a\)](#).

(g) [OF 17](#) (Rev. 12/93), *Offer Label*. [OF 17](#) may be furnished with each invitation for bids to facilitate identification and handling of bids, as specified in [14.202-3\(b\)](#).

(h) [OF 336](#) (Rev.3/86), *Continuation Sheet*. [OF 336](#) may be used as a continuation sheet in solicitations, as specified in [14.201-2\(b\)](#).

53.215 Contracting by negotiation.

53.215-1 Solicitation and receipt of proposals.

The following forms are prescribed, as stated in the following paragraphs, for use in contracting by negotiation (except for construction, architect-engineer services, or acquisitions made using simplified acquisition procedures):

(a) [SF 26](#) (Rev.3/2013), *Award/Contract*. [SF 26](#), prescribed in [53.214\(a\)](#), may be used in entering into negotiated contracts in which the signature of both parties on a single document is appropriate, as specified in [15.509](#). Block 18 may not be used for negotiated procurements.

(b) [SF 30](#) (Rev.11/2016), *Amendment of Solicitation/Modification of Contract*. [SF 30](#), prescribed in [53.243](#), may be used for amending requests for proposals and for amending requests for information, as specified in [15.210\(b\)](#).

(c) [SF 33](#) (Rev.9/97), *Solicitation, Offer and Award*. [SF 33](#), prescribed in [53.214\(c\)](#), may be used in connection with the solicitation and award of negotiated contracts. Award of such contracts may be made by either [OF 307](#), [SF 33](#), or [SF 26](#), as specified in [53.214\(c\)](#) and [15.509](#).

(d) [OF 17](#) (Rev.12/93), *Offer Label*. [OF 17](#) may be furnished with each request for proposals to facilitate identification and handling of proposals, as specified in [15.210\(c\)](#).

(e) [OF 307](#) (Rev.8/2016), *Contract Award*. [OF 307](#) may be used to award negotiated contracts as specified in [15.509](#).

(f) [OF 308](#) (Rev.9/97), *Solicitation and Offer-Negotiated Acquisition*. [OF 308](#) may be used to support solicitation of negotiated contracts as specified in [15.210\(a\)](#). Award of such contracts may be made by [OF 307](#), as specified in [15.509](#).

(g) [OF 309](#) (Rev.9/97), *Amendment of Solicitation*. [OF 309](#) may be used to amend solicitations of negotiated contracts, as specified in [15.210\(b\)](#).

53.216 Types of contracts.

53.216-1 Delivery orders and orders under basic ordering agreements (OF 347).

[OF 347](#), *Order for Supplies or Services*. [OF 347](#), prescribed in [53.213](#) (f) (or an approved agency form), may be used to place orders under indefinite delivery contracts and basic ordering agreements, as specified in [16.703](#) (d)(2)(i).

53.217 [Reserved]

53.218 [Reserved]

53.219 Small business programs.

The following standard form is prescribed for use in reporting small business (including Alaska Native Corporations and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including Alaska Native Corporations and Indian tribes) and women-owned small business subcontracting data, as specified in [part 19 : SF 294](#) , (Rev. Oct 2020) Subcontracting Report for Individual Contracts. [SF 294](#) is authorized for local reproduction.

53.220 [Reserved]

53.221 [Reserved]

53.222 Application of labor laws to Government acquisitions (SF's 308, 1413, 1444, 1445, 1446, WH-347).

The following forms are prescribed as stated below, for use in connection with the application of labor laws:

(a) [Reserved]

(b) [Reserved]

(c) [SF 308](#) (DOL)(Rev. 2/2013), Request for Wage Determination and Response to Request. (See [22.404-3](#)(a) and (b).)

(d) [Reserved]

(e) [SF 1413](#) (Rev.4/2013), *Statement and Acknowledgment*. [SF 1413](#) is prescribed for use in obtaining contractor acknowledgment of inclusion of required clauses in subcontracts, as specified in [22.406-5](#).

(f) Form [SF 1444](#) (Rev.4/2013), *Request for Authorization of Additional Classification and Rate*. (See [22.406-3](#)(a) and [22.1019](#).)

(g) [SF 1445](#) (Rev.12/96), *Labor Standards Interview*. (See [22.406-7](#)(b).)

(h) [SF 1446](#) (Rev.4/2013.), *Labor Standards Investigation Summary Sheet*. (See [22.406-8](#)(d).)

(i) Form [WH-347](#) (DOL), *Payroll (For Contractor's Optional Use)*. (See [22.406-6](#)(a).)

53.223 [Reserved]

53.224 [Reserved]

53.225 [Reserved]

53.226 [Reserved]

53.227 [Reserved]

53.228 Bonds and insurance.

The following standard forms are prescribed for use for bond and insurance requirements, as specified in [part 28](#) . These forms can be found at the GSA Forms Library at <http://www.gsa.gov/forms> . All the following forms are authorized for local reproduction, except for SF 25 B.

- (a) [SF 24](#) (Rev. 8/2016) *Bid Bond*. (See [28.106-1](#).)
- (b) [SF 25](#) (Rev. 8/2016) *Performance Bond*. (See [28.106-1](#)(b).)
- (c) [SF 25A](#) (Rev. 8/2016) *Payment Bond*. (See [28.106-1](#)(c).)
- (d) [SF 25B](#) (For Standard Forms [24](#), [25](#), and [25A](#)). (Rev.10/1983), Continuation Sheet Forms [24](#), [25](#), and [25A](#) (See [28.106-1](#)(c).)
- (e) [SF 28](#) (Rev. Feb 2021) *Affidavit of Individual Surety*. (See [28.106-1](#)(e) and [28.203-1](#)(b)(3).)
- (f) [SF 34](#) (Rev. 8/2016), *Annual Bid Bond*. (See [28.106-1](#)(f).)
- (g) [SF 35](#) (Rev. 8/2016), *Annual Performance Bond*. (See [28.106-1](#).)
- (h) [SF 273](#) (Rev. 4/2013) *Reinsurance Agreement for a Bond statute Performance Bond*. (See [28.106-1](#)(h) and [28.202](#)(a)(4).)
- (i) [SF 274](#) (Rev. 4/2013) *Reinsurance Agreement for a Bond statute Payment Bond*. (See [28.106-1](#)(i) and [28.202](#)(a)(4).)
- (j) [SF 275](#) (Rev. 10/98) *Reinsurance Agreement in Favor of the United States*. (See [28.106-1](#)(j) and [28.202](#)(a)(4).)
- (k) [SF 1414](#) (Rev. 10/93), *Consent of Surety*.
- (l) [SF 1415](#) (Rev. 7/93), *Consent of Surety and Increase of Penalty*. (See [28.106-1](#)(l).)
- (m) [SF 1416](#) (Rev. 10/98) *Payment Bond for Other than Construction Contracts*. (See [28.106-1](#)(m).)
- (n) [SF 1418](#) (Rev. 2/99) *Performance Bond For Other Than Construction Contracts*. (See [28.106-1](#)(n).)
- (o) [OF 91](#) (1/90Ed.), *Release of Personal Property from Escrow*. (See [28.106-1](#)(o) and [28.203-3](#)(a).)

53.229 Taxes (SF's 1094, 1094-A).

[SF 1094](#) (Rev.12/96), *U.S. Tax Exemption Form*, and [SF 1094A](#) (Rev.12/96), *Tax Exemption Forms Accountability Record*. SF's [1094](#) and [1094A](#) are prescribed for use in establishing exemption from State or local taxes, as specified in [29.302](#) (b).

53.230 [Reserved]

53.231 [Reserved]

53.232 Contract financing (SF 1443).

[SF 1443](#) (7/09), *Contractor's Request for Progress Payment*. [SF 1443](#) is prescribed for use in obtaining contractors' requests for progress payments.

53.233 [Reserved]

53.234 [Reserved]

53.235 Research and development contracting (SF 298).

[SF 298](#)(2/89), *Report Documentation Page*. [SF 298](#) is prescribed for use in submitting scientific and technical reports to contracting officers and to technical information libraries, as specified in [35.010](#) .

53.236 Construction and architect-engineer contracts.

53.236-1 Construction.

The following forms are prescribed, as stated below, for use in contracting for construction, alteration, or repair, or dismantling, demolition, or removal of improvements.

(a) [Reserved]

(b) [Reserved]

(c) [Reserved]

(d) [SF 1442](#)(4/85Ed.), *Solicitation, Offer and Award (Construction, Alteration, or Repair)*. [SF 1442](#) is prescribed for use in soliciting offers and awarding contracts expected to exceed the simplified acquisition threshold for-

(1) Construction, alteration, or repair; or

(2) Dismantling, demolition, or removal of improvements (and may be used for contracts within the simplified acquisition threshold), as specified in [36.701](#)(a).

(e) [OF 347](#) (Rev.2/2012), *Order for Supplies or Services*. [OF 347](#), prescribed in [53.213](#)(f) (or an approved agency form), may be used for contracts under the simplified acquisition threshold for-

(1) Construction, alteration, or repair; or

(2) Dismantling, demolition, or removal of improvements, as specified in [36.701](#)(b).

(f) [OF 1419](#)(11/88Ed.), *Abstract of Offers-Construction*, and [OF 1419A](#) (11/88Ed.), *Abstract of Offers-Construction, Continuation Sheet*. OF's [1419](#) and [1419A](#) are prescribed for use in recording bids (and may be used for recording proposal information), as specified in [36.701](#)(c).

53.236-2 Architect-engineer services (SF's 252 and 330).

The following forms are prescribed for use in contracting for architect-engineer and related services:

(a) [SF 252](#) (Rev.10/83), *Architect-Engineer Contract*. [SF 252](#) is prescribed for use in awarding fixed-price contracts for architect-engineer services, as specified in [36.702](#)(a). Pending issuance of a new edition of the form, Block8, Negotiation Authority, is deleted.

(b) [SF 330](#) (Rev. Jul 2021), *Architect-Engineer Qualifications* . [SF 330](#) is prescribed for use in obtaining information from architect-engineer firms regarding their professional qualifications, as specified in [36.702](#)(b)(1) and (b)(2).

53.237 [Reserved]

53.238 [Reserved]

53.239 [Reserved]

53.240 [Reserved]

53.241 [Reserved]

53.242 Contract administration.

53.242-1 Novation and change-of-name agreements (SF 30).

[SF 30](#), *Amendment of Solicitation/Modification of Contract*. [SF 30](#) , prescribed in [53.243](#) , shall be used in connection with novation and change of name agreements, as specified in [42.1203](#) (h).

53.243 Contract modifications (SF 30).

[SF 30](#) (Rev.11/2016), *Amendment of Solicitation/ Modification of Contract*. [SF 30](#) is prescribed for use in amending invitation for bids, as specified in [14.208](#) ; modifying purchase and delivery orders, as specified in [13.302-3](#) ; and modifying contracts, as specified in [42.1203](#)(h), [43.301](#) , [49.602-5](#) , and elsewhere in this regulation. The form may also be used to amend solicitations for negotiated contracts, as specified in [15.210](#) (b). Pending the publication of a new edition of the form, Instruction (b), Item 3 (effective date), is revised in paragraphs (3) and (5) as follows:

(b) Item3 (effective date).

(3) For a modification issued as a confirming notice of termination for the convenience of the Government, the effective date of the confirming notice shall be the same as the effective date of the initial notice.

(5) For a modification confirming the termination contracting officer's previous letter determination of the amount due in settlement of a contract termination for convenience, the effective date shall be the same as the effective date of the previous letter determination.

53.244 [Reserved]

53.245 Government property.

The following forms are prescribed, as specified in this section, for use in reporting, reutilization, and disposal of Government property and in accounting for this property:

- (a) [SF 120](#) (GSA), *Report of Excess Personal Property*, and [SF 120A](#) (GSA), *Continuation Sheet (Report of Excess Personal Property)*. (See [45.602-3](#) and 41 CFR 102-36.215.)
- (b) [SF 126](#) (GSA), *Report of Personal Property for Sale*, and [SF 126A](#) (GSA), *Report of Personal Property for Sale (Continuation Sheet)*. (See FPMR 101-45.303 (41 CFR101-45.303.))
- (c) [SF 1423](#) (Rev.5/04), *Inventory Verification Survey*. (See [45.602-1](#)(b)(1).)
- (d) [SF 1424](#) (Rev.5/2004), *Inventory Disposal Report* (See [45.605](#)). [SF 1424](#) is authorized for local reproduction.
- (e) [SF 1428](#) (Rev.6/2007), *Inventory Disposal Schedule*, and [SF 1429](#) (Rev.5/2004), *Inventory Disposal Schedule-Continuation Sheet*. (See [45.602-1](#), [49.303-2](#), [52.245-1](#), and [53.249](#)(b).) SF's [1428](#) and [1429](#) are authorized for local reproduction.

53.246 [Reserved]

53.247 Transportation (U.S. Commercial Bill of Lading).

The commercial bill of lading is the preferred document for the transportation of property, as specified in [47.101](#).

53.248 [Reserved]

53.249 Termination of contracts.

(a) The following forms are prescribed for use in connection with the termination of contracts, as specified in [subpart 49.6](#). These forms are available at the GSA Forms Library at <https://www.gsa.gov/forms>. These forms are authorized for local reproduction except for [SF 1034](#).

- (1) [SF 1034](#) (GAO), *Public Voucher for Purchases and Services Other than Personal*. (See [49.302](#)(a).)
- (2) [SF 1435](#) (Rev. 03/2016), *Settlement Proposal (Inventory Basis)*. (See [49.602-1](#)(a).)
- (3) [SF 1436](#) (Rev. 5/2004), *Settlement Proposal (Total Cost Basis)*. (See [49.602-1](#)(b).)
- (4) [SF 1437](#) (Rev. 9/1997), *Settlement Proposal for Cost-Reimbursement Type Contracts*. (See [49.602-1](#)(c) and [49.302](#).)
- (5) [SF 1438](#) (Rev. 5/2004), *Settlement Proposal (Short Form)*. (See [49.602-1](#)(d).)
- (6) [SF 1439](#) (Rev. 7/1989), *Schedule of Accounting Information*. (See [49.602-3](#).)
- (7) [SF 1440](#) (Rev. 01/1995), *Application for Partial Payment*. (See [49.602-4](#).)

(b) [SF 1428](#) (Rev. 6/2007), *Inventory Disposal Schedule*, and [Standard Form 1429](#) (Rev. 1/2016), *Inventory Disposal Schedule-Continuation Sheet*, shall be used to support termination settlement proposals listed in paragraph (a) of this section, as specified in [49.602-2](#). These forms are available at the GSA Forms Library at <https://www.gsa.gov/forms>.

53.250 [Reserved]

53.251 Contractor use of Government supply sources (OF 347).

[OF 347](#), *Order for Supplies or Services*. [OF 347](#), prescribed in [53.213](#)(f), may be used by contractors when requisitioning from the VA, as specified in [51.102](#) (e)(3)(ii).

Subpart 53.3 - Forms Used in Acquisitions

53.300 Listing of Standard, Optional, and Agency forms.

This subpart identifies, in numerical sequence, Standard Forms (SF), Optional Forms (OF) and agency forms that are specified by the FAR for use in acquisitions.

(a) You can access the forms in Table 53-1 at the GSA Forms Library at <https://www.gsa.gov/forms>.

Forms in the GSA Forms Library

Form Number	Title
SF 18	Request for Quotation
SF 24	Bid Bond
SF 25	Performance Bond
SF 25A	Payment Bond
SF 25B	Continuation Sheet for 24, 25, and 25A
SF 26	Award/Contract
SF 28	Affidavit of Individual Surety
SF 30	Amendment of Solicitation/Modification of Contract
SF 33	Solicitation, Offer and Award
SF 34	Annual Bid Bond

Form Number	Title
SF 35	Annual Performance Bond
SF 120	Report of Excess Personal Property
SF 120A	Continuation Sheet Report of Excess Personal Property
SF 126	Report of Personal Property for Sale
SF 126A	Report of Personal Property for Sale (Continuation Sheet).
SF 252	Architect-Engineer Contract
SF 273	Reinsurance Agreement for a Bonds Statute Performance Bid
SF 274	Reinsurance Agreement for a Bonds Statute Payment Bond
SF 275	Reinsurance Agreement in Favor of the United States
SF 294	Subcontracting Report for Individual Contracts
SF 298	Report Documentation Page
SF 308	Request For Wage Determination and Response to Request
SF 330	Architect-Engineer Qualifications
SF 1034	Public Voucher for Purchases and Services Other Than Personal
SF 1035	Public Voucher for Purchases and Services Other Than Personal
SF 1094	U.S. Tax Exemption Form
SF 1094A	U.S. Tax Exemption Form continuation sheet
SF 1165	Receipt for Cash-Subvoucher
SF 1402	Certificate of Appointment
SF 1403	Preaward Survey of Prospective Contractor

Form Number	Title
SF 1404	Preaward Survey of Prospective Contractor Technical
SF 1405	Preaward Survey of Prospective Contractor Production
SF 1406	Preaward Survey of Prospective Contractor Quality Assurance
SF 1407	Preaward Survey of Prospective Contractor Financial Capability
SF 1408	Preaward Survey of Prospective Contractor Accounting System
SF 1409	Abstract of Offers
SF 1410	Abstract of Offers Continuation
SF 1413	Statement and Acknowledgment)
SF 1414	Consent of Surety
SF 1415	Consent of Surety and Increase of Penalty
SF 1416	Payment Bond For Other Than Construction Contracts
SF 1418	Performance Bond for Other Than Construction Contracts
SF 1423	Inventory Verification Sheet
SF 1424	Inventory Disposal Report
SF 1427	Inventory Schedule A-Continuation Sheet)
SF 1428	Inventory Disposal Schedule)
SF 1429	Inventory Disposal Schedule-Continuation Sheet
SF 1435	Settlement Proposal (Inventory Basis)
SF 1436	Settlement Proposal (Total Cost Basis)
SF 1437	Settlement Proposal for Cost Reimbursement Type Contracts

Form Number	Title
SF 1438	Settlement Proposal (Short Form)
SF 1439	Schedule of Accounting Information
SF 1440	Application For Partial Payment
SF 1442	Solicitation, Offer, and Award
SF 1443	Contractor's Request For Progress Payment
SF 1444	Request For Authorization of Additional Classification and Rate
SF 1445	Labor Standards Interview
SF 1446	Labor Standards Investigation Summary Sheet
SF 1447	Solicitation/Contract
SF 1449	Solicitation/Contract/Order for Commercial Items
OF 17	Notice To Offeror
OF 91	Release of Personal Property From Escrow
OF 307	Contract Award.
OF 308	Solicitation and Offer- Negotiated Acquisition
OF 309	Amendment of Solicitation (Negotiated Procurements).
OF 336	Continuation Sheet
OF 347	Order for Supplies or Services
OF 348	Order For Supplies or Services - Continuation
OF 1419	Abstract of Offers - Construction

Form Number	Title
OF 1419A	Abstract of Offers-Construction Continuation Sheet

(b) You can access the forms in Table 53-2 at the websites listed in the table.

Other Forms

Form Number	Title	URL
Form DD 254	Department of Defense Contract Security Classification Specification	https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0254.pdf
Form DD 441	Department of Defense Security Agreement	https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0441_2020.pdf
Form WH-347	Payroll-U.S. Department of Labor	https://www.dol.gov/whd/forms/wh347.pdf