DD FORM 250 COMPLETION REQUIREMENTS
To insure proper processing of Seller's DD 250, Seller is to include the following data in block 23 of every DD 250:
   (1) Purchase order number
   (2) Expedite number
   (3) Purchase order item number
   (4) Buyer’s Purchasing Representative's initials
   (5) Buyer’s Control Number
Data is available from the monthly automated shipping instruction report.