

OFFICES ORIGINATING FORMS

2315

(No. 3 July 1998)

- Assigns a staff member to serve as the office's contact person with the CDF Forms Unit for the preparation of masters, procurement, and storage of forms.
- Ensures coordination with the CDF Forms Unit when creating new forms to prevent duplication and unnecessary forms.
- Notifies the CDF Forms Unit when eliminating forms and advises the unit of proposed disposition of remaining inventories.
- Revises forms as necessary to keep them current and efficient.
- Informs the user via the CDF Forms Unit when new or revised forms are issued, and provides instructions for the ordering and use of new forms and the disposition of old stock.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)