

FORMS REVIEW AND APPROVAL PROCESS

2323

(No. 3 July 1998)

All requests for the printing/reproduction of forms shall be approved by the CDF Forms Coordinator before printing/reproduction occurs. The use of office copy machines for the reproduction of forms shall also be controlled by the CDF Forms Coordinator.

Each request for new departmental forms must be reviewed individually. The basic aspects to be considered include:

- Is the form necessary? Can an existing form be used in place of the one requested? Be sure to consider Standard (STD) state forms as well as existing departmental forms.
- Is the form constructed in the manner least costly to print and distribute?
- Does the form adhere to proper forms design standards?
- Will the form function efficiently in the system for which it was designed?
- Is the form requested on standard size paper stock (usually 8-1/2 X 11)?
- Is colored stock, NCR paper justified when requested?
- Is the form appropriately titled and identified?

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

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