

PROCEDURE TO ORDER DEPARTMENTAL FORMS STOCK

2340

(No. 3 July 1998)

Complete form F-72a, "Material Requisition or Transfer, Continuation Page," using the following instructions.

- Document number
- Transfer to: state your index code and address to where the forms are to be shipped.
- Use appropriate index code, the identification number of your administrative region, and the name of your section, unit, or region.
- Unit of measure, such as pads, sets, sheets, etc.
- Amount requested. It is recommended that users order no more than a six-month supply of any form, amount based upon the previous year's annual usage. If you need more information regarding a specific form's annual usage, contact the CDF Forms Unit.
- Use form control number in item description box.
- Use correct Calstars coding.
- Signature and title of the person initiating the requisition, normally the unit administrator or other authorized person, and date.

Forward the completed MRT form to:

All Personnel

CDF Warehouse
1025 Triangle Court, Suite 400
West Sacramento, CA 95605

Always be sure to maintain an inventory of your forms stocks and to order additional supplies at least 60 days before existing stock will be depleted.

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

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

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