

## **0340.02 Agency Forms and Publications**

Issued January 6, 1997

- SUBJECT:** Agency Forms and Publications.
- APPLICATION:** Executive Branch Departments and Sub-units, the Judicial and Legislative Branches of State Government.
- PURPOSE:** To centralize receipt, storage, and the distribution of forms, publications and materials.
- CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB) -Acquisition Services  
Logistics Division, Materials Management Services  
General Services Building, Secondary Complex  
7461 Crowner Dr.  
P.O. Box 30026  
Lansing, MI 48909
- TELEPHONE:** (517) 322-5168
- FAX:** (517) 322-1753
- SUMMARY:** This procedure provides information and services relevant to securing, inventory control and distribution of forms, publications and materials.
- APPLICABLE FORMS:** DMB-592, Automated Order Form.  
DMB-595, Services Order Form.  
Approved alternate order form.  
Approved agency stockroom requisitions.  
Receiving/Disbursement Voucher (RDV).
- PROCEDURES:**
- Materials Management Services:
- Provides for the storage, inventory control and distribution of agency forms, publications and materials via the Materials Management Distribution Center.
- Agency:
- Acquisition and storage of forms, publications and materials.
- Departments will review forms management requirements and use services provided by the Materials Management Distribution Center. These services are to be used unless alternative methods are approved by Materials Management Services.
- To request service, submit a listing of all items by form number, description, quantity to be stocked and unit of issue by which items are disbursed.
- Provide the name and telephone number of a single contact person responsible for communicating information between the agency and the Materials Management Distribution Center. The agency will be notified of procedures for the receipt, storage, and distribution of forms, publications and materials once approval has been provided.

Other Information:

- Requests for agency forms and publications will be processed by the use of a DMB-595, DMB-592, approved requisition or an order form.
- Forms, publications and materials which are not available at the time orders are processed will be back ordered. Through this system, material will be processed and shipped as soon as the merchandise is received.
- Upon request, departments may receive a monthly report listing each commodity stored and the balance on hand. Unit prices for forms and publications may also be entered on this report, indicating the total dollar amount of each commodity and total dollar value of inventory on hand.
- Charges for this service are pre-determined based on square footage used and services provided. These costs can be obtained from the service provider upon request. Charges include the receipt, storage, inventory control and distribution of agency commodities. Postage, freight or shipping expenses are the responsibility of the agency and charged separately to each user.
- Charges for the handling of forms, publications and materials are established by conducting a square footage inventory of the items being stored. These charges will be adjusted monthly based on the volume of commodities stored. A minimum charge is imposed for an established commodity number with no material inventory.

NOTE: The term "distribution," when associated with this service is interpreted as one delivery location per order. Mailing service may be provided through alternative methods.

- Agencies will be billed through MAIN R\*Stars on a monthly basis for services provided.

Distribution Center Location:

DTMB, Logistics Division-Materials Management Services  
Forms and Publications Program  
General Services Building, Secondary Complex  
7461 Crowner Dr.  
P.O. Box 30026  
Lansing, MI 48909

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Distribution Date: 1-6-97  
Procedure 0340.02