

## 0340.02 Agency Forms and Publications

Issued: January 6, 1997  
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### PURPOSE

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To centralize receipt, storage and distribution of forms, publications and materials.

### APPLICATION

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Executive Branch Departments and Sub-units, the Judicial and Legislative Branches of state government.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
Office of Support Services (OSS)  
Logistics & Operations Support (LOS)  
Warehouse Services  
General Services Building, Secondary Complex  
7461 Crowner Drive  
P.O. Box 30026  
Lansing, MI 48909  
  
Telephone: 517-322-6678  
Fax: 517-322-1753

### SUMMARY

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This procedure provides information and services relevant to the securing, inventory control and distribution of forms, publications and materials.

### APPLICABLE FORMS

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DTMB-0595 Warehouse Order Form  
Receiving/Disbursement Voucher (RDV)

### PROCEDURES

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#### **DTMB Warehouse Services**

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- Provides for the storage, inventory control and distribution of agency forms, publications and materials.

## **Agency**

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- Reviews forms management requirements and uses services provided by Warehouse Services.
  - To request service, submits a listing of all items by form number, description, quantity to be stocked and unit of issue by which items are disbursed.
  - Provides the name and telephone number of a single contact person responsible for communicating information between the agency and Warehouse Services. 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**

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- Requests for agency forms and publication will be processed by using the Warehouse Order Form (DTMB-0595).
- 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.
- Departments will have access to an electronic report listing each commodity stored and the balance on hand.
- Charges for services are pre-determined based on square footage used and services provided. These costs can be obtained from the service provider upon request. Postage, freight or shipping expenses are the responsibility of the agency and charged separately to each user.
- Charges for the warehousing 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.

## **Location**

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DTMB Logistics & Operations Support (LOS)  
Warehouse Services  
Forms and Publications Program  
General services Building, Secondary Complex  
7461 Crowner Drive  
P.O. Box 30026  
Lansing, MI 48909

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