

### **Ordering Property Control Number Decals**

The information/rates below are used for ordering property control number decals. State agencies are urged to coordinate their property control number decal orders with their Department Property Officers.

**HOW TO ORDER:** Submit your completed Forms Stock Release form (02-591) by one of the following methods:

**Mail:**

Division of General Services  
Property Management Office  
2400 Viking Dr.  
Anchorage, AK 99501

**E-mail:**

[dustin.mcnab@alaska.gov](mailto:dustin.mcnab@alaska.gov)

**Fax:** (907) 754-3403

Be sure to follow the instructions on the Forms Stock Release form. Include your mailing address or local mail stop. Order property control number decals in terms of the unit issue listed in the "Property Control Number Decal Pricing" section below. You must include your financial coding with your order. Partial orders will be shipped and backorders processed as necessary. Billing will not occur until the order is complete.

Property control number decals are a controlled issue item. They must be signed for when picked up. Orders mailed by the Property Management Office will be sent certified mail and return receipt.

Prices are effective on publication. Due to price fluctuations for materials and administrative costs, the cost of property control number decals may change without notice. State agencies will be billed each month for all orders filled. Charges will be computed and sent to the department's fiscal office for processing.

### **Property Control Number Decal Pricing**

Form #1 (Rev. Date – N/A)

Form Title – **Property Control Number Decal**

Unit = 1 sheet / Amount in Unit = 10 tags

Price = \$4.40

**Revised 2/21/19**