

**FORMS MANAGEMENT CATALOG**

This catalog is for use by people who are responsible for ordering statewide forms. Offices are urged to coordinate their form orders with their departmental supply officers.

Technology is allowing more forms which formerly had to be ordered from Forms Management to be downloadable, or electronic. Since downloadable forms are more efficient it is therefore the policy of the Division of General Services to eliminate, whenever possible, forms that have to be ordered.

**HOW TO ORDER:** Send your completed Forms Stock Request form (02-591) to:

**Forms Management Services  
PO Box 110210  
Juneau, AK 99811-0210  
Telephone Number: 907-465-2259**

**Fax orders to: 907 465-2189**

**CAUTION: Before selecting “click here to order forms electronically”, ensure the form you need to order is a form provided by the Department of Administration, Forms Management Services, i.e. a form with a form number beginning with “02”.**

Be sure to follow the instructions at the top of the Forms Stock Release. Be sure to include your mailing address or local Mail Stop. Order in terms of the unit of issue listed in the catalog (i.e. by pad or package). **You must include your collocation code with your order.** You may drop off your orders at the Division of General Services, 7<sup>th</sup> Floor of the State Office Building. Partial orders will be shipped and out of stock forms backordered. Billing will not occur until the order is complete.

**CONTROLLED FORMS:** The State Transportation Requests and Property Control Tags are controlled issue forms. Orders for controlled forms can be picked up on the 7<sup>th</sup> Floor State Office Building, General Services. They must be signed for when picked up. Orders mailed by CMS will be sent certified mail and return receipt.

**CHARGES:** This catalog lists the unit price for each item. This catalog becomes effective on publication. Due to price fluctuations for paper, printing services, and administrative costs; the cost of forms may change without notice. Agencies will be billed each month for all orders filled. Charges will be computed and sent to the department’s fiscal office for processing.

**RETIREMENT AND BENEFITS FORMS:** All retirement systems, SBS, Deferred Compensation and health insurance forms and booklets are distributed by the Division of Retirement and Benefits. If you are unable to find a form, please call 465-4460:

**Division of Retirement and Benefits  
PO Box 110203  
Juneau, AK 99811-0203**

**ARCHIVES AND RECORDS FORMS:** All Archives and Records forms are warehoused and issued by the Department of Education, Division of Archives and Records, 465-2270.

**Division of Archives and Records  
141 Willoughby Avenue  
Juneau, AK 99811-1720**

**FORMS NOT LISTED IN THIS CATALOG:** If you use a form that is not listed in this catalog, please see our downloadable forms web page.

ALPHABETICALLY SORTED						
FORM NO.	REV. DATE	FORM TITLE	UNIT	AMT. IN UNIT	PRICE	
1	--	Property Control Tags	1 SHEET	= 10 tags	\$4.63	
02-622		Interdepartmental Property Transfer	PKG	100	\$36.41	
02-627	Dec-92	Lost-Stolen-Damaged Property Review	PKG	100	\$30.09	
02-094	Jun-85	Petty Cash Envelope	BUNDLE	10	\$2.22	
02-610	Jan-93	Property Destruction Authorization	PKG	100	\$30.09	