

# FORMS STOCK RELEASE

**INSTRUCTIONS:**

Completely fill out the top part of the form. If it is not completely filled out, it will be returned. When specifying quantity, please reference the "UNIT" listed under the Ordering Property Control Number Decals link on the DGS Property website. *Fax orders to: (907) 754-3407 or email to Yulia.Sudakova@alaska.gov.*

Shaded areas are for ~~Forms Management~~ <sup>multiple copies</sup> use only. Do not write in these areas.

Department  Division or Section  Date

Name/Signature  Mailing Address or Mail Stop

Email Address  Phone

Financial Coding

| Quantity | Unit | Form No. | Title |
|----------|------|----------|-------|
|          |      |          |       |
|          |      |          |       |
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|          |      |          |       |
|          |      |          |       |
|          |      |          |       |

| Amt. Sent. | Unit | Unit Cost | Item Total or Remarks |
|------------|------|-----------|-----------------------|
|            |      | @         |                       |
|            |      | @         |                       |
|            |      | @         |                       |
|            |      | @         |                       |
|            |      | @         |                       |
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|            |      | @         |                       |

Comments

Date Order Filled:  Total Cost: