

**.05 EBT QUEST Card - Inventory - Ordering EBT Stock**

Each local office is responsible for ordering and maintaining its own stock supply of QUEST cards.

Cards are ordered by using the E-form in SYSM 4.4 under the description of EBT Card Request Form (Form ID: EBTCARD).

Reorder when the card stock is reduced to a one to one-and-a-half month supply. When reordering, indicate how many cards are left in stock. The EBT Unit determines from issuance history the quantity to ship.

Cards are to be issued in a first in, first out sequence. All of the previous shipment of cards should be issued to Payees before any of the new supply is used.

Allow up to five work days for delivery of the new card stock.

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