

.01 Types of Forms

Types of forms are as follows:

- **FAA** forms created in a fillable format that can be completed electronically by Personal Computer (PC) users ONLY. At this time, staff utilizing Network Computers (NC) MUST print the forms and write the information in by hand. These forms are available through [public folders](#) in Outlook.

WARNING

Ensure ALL pages of a form are printed when given to the participant. This is especially critical because the second page contains the Americans with Disabilities Act (ADA) rights.

- Forms with a high annual usage and that are used by a variety of administrations or divisions. These forms are available and can be ordered through the [DES Supply Center](#).
- Forms that must be ordered through an administration or program and are not maintained in the DES Supply Center. The respective administration or program is responsible for re-order requests.
- **DOA** or federal forms with an annual usage of 1000 or more that are used by several DES programs. These forms are available and can be ordered through the DES Supply Center.

(See [Procedures for Ordering Forms and Supplies](#))