

C Procedures for Ordering Forms and Supplies

When ordering forms and supplies, the following apply:

- Obtain a Supply Catalog from the office supplies vendor. Order through Financial Management and Control System (FMCS).

Supplies and AIB (Arizona Industries for the Blind) items available from the office supplies vendor, must be ordered through FMCS.

- Review the Forms Listing located in the Public Folders in Outlook.

To access the Forms Listing, complete the following:

- Open Outlook and on the Menu Bar, click VIEW
- Click on FOLDER LIST in the VIEW drop down menu
- Click on PUBLIC FOLDERS
- Click on ALL PUBLIC FOLDERS
- Click on ADES FORMS
- Click on G&D FORMS LISTING
- Double click to open the Forms Listing document

Double click on the applicable PDF document to review the listing of forms. Review the MAINT. BY column to determine where to submit the request for forms.

Do NOT order forms from the [DES Supply Center](#) when the form is available through [Public Folders](#) in Outlook.

Order forms maintained at 960A by e-mailing a request to [PST](#).

- Inventory forms and supplies monthly by checking shelves and storage areas.
- Maintain no more than a three month supply.
- Retain a copy of the order request in the office.
- Order supplies and forms as frequently as necessary from either DES Supply or the supplies vendor as per office management's instructions.

- Order supplies and forms available from the DES Supply Center on a single E-form order request when possible.

WARNING

Do not reorder forms and supplies from the DES Supply Center or the supplies vendor when the original request is not filled. The order is filled automatically when the forms and supplies are available.