

**REQUEST FOR CD FORMS AND  
OFFICE OF THE SECRETARY  
STATIONERY/ENVELOPES****Send this order form to:**U.S. Department of Commerce  
Personal Property Management Division  
(RM. 2857)  
Washington, DC 20230  
Telephone Number: 202-482-5054**Or FAX to:**

202-482-5440

**FOR DOC USE ONLY**

ORDER NUMBER:

DATE RECEIVED:

DATE:

SHIP TO ADDRESS: *(Give complete mailing address)*

CONTACT PERSON:

TELEPHONE NUMBER:

BUREAU:

APPROPRIATION NUMBER:

DELIVER VIA: *(Check one)*☐ RPS☐ UPS☐ USPS☐ RUSH☐ FEDERAL EXPRESS *(Give account no.)*☐ ROUTINE

SIGNATURE APPROVING OFFICIAL:

CODE	LINE NO.	FORM NO.	TITLE OR DESCRIPTION OF ITEM(S)	AMOUNT* REQUESTED PK / PD / BX / EA	TOTAL COST
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				

\* PK=PACK PD=PAD BX=BOX EA=EACH:

Example 100/PD means the forms are packaged 100 forms to a pad, therefore if you require 300 forms you would place 3/PD in the amount requested column.

**FOR DOC USE ONLY**

CODE SYMBOLS:



= FURNISHED

G = ORDER FROM GSA

NS = NOT STOCKED

TOS = TEMPORARILY OUT OF STOCK: REORDER

ORDER FILLED BY: .....

VERIFIED BY: .....

DATE: ..... TIME: .....

DATE: ..... TIME: .....

DELIVER VIA: ..... PACKED IN: .....

☐ CARTONS☐ BAGS☐ RUSH☐ ROUTINE