

Ordering Instructions for Texas WIC Materials and Forms

The Texas WIC program uses two warehouses to store and distribute WIC materials: the Department of State Health Services Warehouse and the WIC Warehouse. Two locations are necessary because of the large volume of materials produced by the Texas WIC program. Procedures are similar but, unfortunately, the order forms and some procedures are different. The appropriate order form is specified beside the graphic of the material.

- A copy of the WIC Materials Order Form is on page 7, and can also be downloaded from <http://www.dshs.state.tx.us/wichd/gi/pdf/materials.pdf>
- A copy of the AG-30 form is on page 3 of this catalog, or download the form from <http://webds.dshs.state.tx.us/mamd/litcat/pdf/ag-30.pdf>

Please use the form specified for each piece of material ordered, or your order may be delayed or sent back for correction.

Tips On Ordering Publications:

ALWAYS order the following items on the WIC Order Form: Lessons, Videos, Fact Sheets, Posters, Publications and all items that have a stock number that starts with 13-06. When you order online always have your WIC order form by your computer. When ordering materials that don't allow a quantity to be entered, place these items on the WIC order form and fax your order form to (512) 458-7445 (these items are stored at the WIC warehouse).

To Order From the WIC Warehouse:

1. Use a copy of the WIC Materials Order Form on page 7:
 - a. Fill out the form completely.
 - b. Keep a copy for your records.
 - c. Mail or fax the request directly to:

Publications Coordinator
Department of State Health Services
Nutrition Services Section – WIC
1100 W. 49th St., Room M-260
Austin, TX 78756-3199
Fax: (512) 458-7445

OR
2. Go to <http://www.dshs.state.tx.us/wichd/gi/pdf/materials.pdf>
The WIC Materials Order Form will open in Adobe Acrobat. Fill out and submit the form using one of the following options:
 - a. Type requested information into the form. Fill out the form completely. Click the red “Click to Print” button on the right side of the order form. Fax or mail the completed form to the address in step 1.c.

OR

 - b. Save the file to your computer, open file in Acrobat, type requested information into the form. Fill out the form completely. Click the red “Click to Print” button on the right side of the order form. Fax or mail the completed form to the address in step 1.c.

To Order From the DSHS Warehouse:

1. Use a copy of the AG-30 form on page 3:
 - a. Fill out the form completely.
 - b. Keep a copy for your records.
 - c. Mail or fax the request directly to:

Warehouse Manager
Department of State Health Services
Materials Acquisition & Management Division
1100 W. 49th St.
Austin, TX 78756-3199
Fax: (512) 458-7413, or (512) 458-7707

OR
2. Go to <http://webds.dshs.state.tx.us/mamd/litcat/default.asp>
Follow the instructions for ordering materials from this Web site.
Note that only materials stored at the DSHS Warehouse can be ordered directly from this Web site.

Although all the WIC materials are listed on the Online Catalog Shopping Cart, when an item is not available from the DSHS Warehouse, it will not allow you to request a quantity. It will direct you to click at the right for ordering. Click on the > under the “Order Source and Publication” information. These materials are stored by individual DSHS programs, such as WIC.

Instructions For Completing the AG-30 Form

Fill in the address where you want this order shipped.

How many pages of this form are needed to place your complete order? If it's 3 pages, the first page says "1 of 3," the second says "2 of 3," and the third says "3 of 3." This is to let us know how many pages are in the order.

Fill out this box with the following information: the date you are filling out the order, your budget number, a telephone number where you can be reached during the day, and, if applicable, your DSHS division name and your DSHS requester code.

This box is for DSHS Warehouse use only.

The three columns under this heading are for DSHS Warehouse use only.

Fill in the first four columns of this section to place your orders. For each item, write its stock number and how many individual copies you want. Under "Unit," always write "each." Under "Description," write in the name or title of the item you're ordering.

This box is for your signature.

Date you signed the form.



FORM NO. AG-30
REVISED 9/04

TEXAS DEPARTMENT OF STATE HEALTH SERVICES
REQUISITION FOR OFFICE SUPPLIES/FORMS/LITERATURE

Page ____ of ____ Pages

Texas Department of State Health Services
1100 West 49th Street
Austin, Texas 78756

Warehouse Fax:
512-458-7413

**READ CATALOG INSTRUCTIONS PRIOR TO
SUBMITTING REQUISITION**

REQUEST DATE _____	
Dept ID. _____	Tel: _____
Ordered by: _____	
Section/Unit: _____	
Requestor Code: _____	
Date Rec'd: _____	
Date Input: _____	

ENTER SHIP TO ADDRESS ABOVE

Catalog number	QTY	Unit	Description	Warehouse Use Only		
				ISSUE	B/O	CANX

AUTHORIZED SIGNATURE	DATE	
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AG-30 Order Schedules for Regions

When ordering forms or materials from the DSHS Warehouse using the AG-30 form, please order a two-months' supply, if storage permits. Only one individual should order per using activity. These policies do not apply to ordering from the WIC Warehouse using the Texas WIC Materials Order Form.

Please order only once a month, using the following schedule:

Order at this time	Public Health Region
First week of month	Regions 1, 2, 3 (Lubbock, Canyon, Arlington, Abilene, Wichita Falls areas)
Second week of month	Regions 4, 5, 6 (Tyler, Houston, Beaumont areas)
Third week of month	Regions 7, 8, 11 (Temple, Austin, San Antonio, Uvalde, Harlingen, Corpus Christi areas)
Fourth week of month	Regions 9, 10 (El Paso, Midland, San Angelo areas)

NOTE: Ordering outside the schedule for your area may delay the processing of your order. If it is necessary, contact the warehouse manager about your special scheduling needs.

Policies

DSHS literature is available to anyone, upon request, in the state of Texas with the following policies being enforced:

- Online orders will be limited to a **maximum of 40** different items to make sure that the DSHS Warehouse can meet the demands and delivery schedule for the volume of orders received.
- The DSHS Warehouse asks that you make every attempt to **limit your submission of orders to once a month** to make sure that the warehouse can meet the demands and delivery schedule of the volume of orders received. If you submit an order more than once within a month's time, the system will automatically route your order to the DSHS Warehouse for review. In these instances, please supply adequate justification in your **Customer Comments** when you submit your order.
- Because of the high volume of requests for some items, some constraints must be placed on available quantities. Those items with a limit on the quantity that may be ordered will have to say so on the **Catalog Search Results and Select Items to Order or Download** page.
- When ordering forms in large quantities for special programs or for seasonal mailouts, please allow a **minimum of 60 days' notice** to ensure timely shipment.
- Please note that material bearing the DSHS logo may be reproduced locally, at the user's expense, in any quantity you desire.
- Private-sector requests for out-of-stock items will be **cancelled**. Notification of cancellation will be sent and reflected on-line via this Web site's **Order Inquiry / Update** feature. Please resubmit the request 60 days from the receipt of notification.
- Items that specify that they are professional in content are available to **professionals** only. These include teachers, physicians, dentists, registered dietitians, registered nurses, veterinarians, engineers, etc. Please denote your professional status when ordering these items or **the request will not be honored**.
- Please direct any questions concerning your order to the publications coordinator, Nutrition Services Section – WIC, Hilda Tijerina. Call (512) 458-7111, ext. 3418, or e-mail her: hilda.tijerina@dshs.state.tx.us.

Instructions for Completing the Texas WIC Materials Order Form

Texas WIC Materials Order Form

Contact Person: _____ **Phone No.:** _____

Title: _____

Local Agency: _____ **WIC LA No.:** _____

Organization: _____

Mail Materials To: _____

City/State: _____ Zip: _____

LA Phone No.: _____

LA Fax No.: _____

Authorizing Signature: _____

Please Print Name: _____

Please fax or mail your order to:
 Department of State Health Services
 Attn: Publication Coordinator
 Nutrition Services Section — WIC
 1100 West 49th Street, Room M-260
 Austin, TX 78756-3199
 Fax: (512) 458-7445

Web site to obtain copy of form:
www.dshs.state.tx.us/wichdigi/materials.pdf

WAREHOUSE USE ONLY

Invoice No.: _____

Date Filled: _____

Filled by: _____


In order to assist us in providing more efficient service, please allow a minimum of 14 working days to receive your order. Also please order a 3–6 month supply if storage permits. Please direct any questions, concerns or compliments to the publication coordinator at (512) 458-7111, ext. 3418.

#	Item Title/Description (Please Print)	Stock No.	Language	Quantity
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Date: _____

Make copies of this form to order materials from the WIC program warehouse.
KEEP A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS.

Out-of-state requests will only receive one copy of each item ordered.



TEXAS
Department of State Health Services

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Rev. 10/04

Fill in the information requested.

Write in the item title and description. If the item does not have a stock number, include the catalog page number.

If the item has a stock number, put that in this column.

Indicate whether you want the English, Spanish, or Vietnamese version. (Some items might not have a Spanish or Vietnamese version.)

Write the number needed in this column.

Texas WIC Materials Order Form

Contact Person: _____ **Phone No.:** _____
Title: _____
Local Agency: _____ **WIC LA No.:** _____
Organization: _____
Mail Materials To: _____

City/State: _____ **Zip:** _____
LA Phone No.: _____
LA Fax No.: _____
Authorizing Signature: _____
Please Print Name: _____

Please fax or mail your order to:

Department of State Health Services
 Attn: Publication Coordinator
 Nutrition Services Section — WIC
 1100 West 49th Street, Room M-260
 Austin, TX 78756-3199
Fax: (512) 458-7445

Web site to obtain copy of form:
www.dshs.state.tx.us/wichd/gi/pdf/materials.pdf

[CLICK TO PRINT FORM](#)

[CLICK TO CLEAR FORM](#)

WAREHOUSE USE ONLY

Invoice No.: _____
Date Filled: _____
Filled by: _____

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Date: _____

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