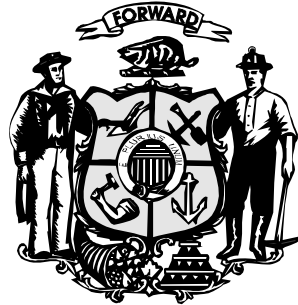


State of Wisconsin **Forms Catalog**

DOA-3450P



Ordering Information
Order Form
Listing of Statewide Forms
Updated January 6, 2010

Wisconsin Department of Administration
Document Sales and Distribution

Webpage: http://www.doa.state.wi.us/section_detail.asp?linkcatid=266&linkid=49&locid=2&sname=Enterprise%20Fleet

E-mail: docsales@doa.state.wi.us

Standard Statewide Forms

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2. Order Form
3. Listing of Statewide Forms:
 - a. Forms listed by Document Number
 - b. Forms listed by Stock Number
 - c. Forms listed by Titles Alphabetically

Please mail all orders via Inter-Departmental (Inter-D) Mail Address:

DOA / 202 S. Thornton Ave. /Document Sales

If located outside the Inter-D Mailing System please mail to:

Document Sales and Distribution
202 S. Thornton Ave.
Madison, WI 53703-3037

To be placed on the mailing list to receive the Forms Catalog, you may submit a written request to the address above. Or you may call or fax Document Sales at:

PHONE: (608) 266-3358
FAX: (608) 261-8150

You may E-mail your request:

docsales@doa.state.wi.us.

The Forms Catalog is also available online at:

http://www.doa.state.wi.us/docs_list.asp?doccatid=3 (Search under *PRICE LISTS*)

The Document Sales & Distribution is also on the Internet:

http://www.doa.state.wi.us/section_detail.asp.

Notice: Many former DER or OSER forms may now be downloaded from the OSER website:

http://oser.state.wi.us/docs_list.asp?doccatid=46

Standard Statewide Forms

GENERAL INSTRUCTIONS

1. This catalog is published for the convenience of Wisconsin State Agencies for obtaining standard statewide forms. Please use this catalog as a reference when ordering forms from the DOA Forms Center.
2. In requesting standard statewide forms from the Forms Center, please follow the instructions outlined:
 - a. Complete the Order Form.
 - b. Ensure that the customer use codes entered are valid ones. Orders received with invalid customer use codes will be returned to the customer for correction. If costs are to be charged against more than one customer use code, please indicate the percentage to be charged to each code. Orders received with more than one customer use code but without percentages indicated will be billed to the first use code entered.
 - c. Enter only one item per line. Enter only the unit of sale as stated in the catalog. Standard packages will not be broken.
 - d. Check for accuracy of information when entering on order form (i.e., Stock Number, Quantity, Order Unit, and Item Description)
 - e. Obtain authorized signature (if required).
 - f. Send your order to: WI Department of Administration,
Document Sales and Distribution Section,
202 S. Thornton Ave., Madison, WI 53703-3037.
 - g. Retain a copy of your order form for your records.
3. Most orders are processed the same day they are received, with 95% of all orders filled within three days. If a form out of stock, the order will be held and placed on backorder. Upon receipt of the form, the backorder will be filled and shipped to you.
4. Deliveries are made at no charge to Madison Area Inter-D Mail delivery locations. Orders from agencies outside of the Inter-D Mail delivery system will incur shipping charges. These charges will be billed via the General Services Billing System and billed to the customer use code indicated on the order form.
5. Forms being returned for credit should be accompanied with a new requisition listing the forms and noting the items being returned for credit. No credit will be given for obsolete forms. Returned forms must be in their original unbroken packages.
6. The prices contained in this catalog are reference prices. The actual prices are shown on the monthly invoices. For current price quotations, contact the Document Sales and Distribution Section. Prices are adjusted to reflect actual increases or decreases in costs of merchandise purchased.
7. If you have any additional questions concerning the ordering of forms, please call 608-266-3358. Comments on services should be directed to the Document Sales Supervisor at 608-266-8683.
8. **Notice:** Many former DER or OSER forms may now be downloaded from the OSER website:
http://oser.state.wi.us/docs_list.asp?doccatid=46



State of Wisconsin
 Department of Administration
 Document Sales and Distribution
 202 S. Thornton Ave.
 Madison, WI 53703-3037
docsales@doa.state.wi.us
 DOA-3330 (R01/2009)

Document Sales Order

Ordered By:

Name _____
 Organization's Name _____
 Street Address _____
 P. O. Box _____
 City, State and ZIP + 4 _____
 Daytime Telephone (_____) _____
 Email Address _____

Ship To: (if different from above)

Name _____
 Organization's Name _____
 Street Address _____
 P. O. Box _____
 City, State and ZIP + 4 _____

To Order and/or for further information please call:
 (608) 266-3358 or Long Distance: 1-800-DOC SALE
 (362-7253)

FAX: (608) 261-8150

Check or Money Order must be made payable to:
WI Department of Administration

Open Monday through Friday, 7:45 am to 4:30 p.m.

Inter-D Address: Document Sales
 202 South Thornton Ave
 (Madison)

Stock Number	Quantity	Description	Item Price	Total
				\$0.00
				\$0.00

State Government Customers Only

General Services Billing Information

Customer Use Code	
Optional Data	
Optional Order Number	
Authorized Signature:	

Subtotal \$0.00

Add 5% state sales tax (WI residents only)

Add 0.5% WI county sales tax (if applicable)

Add 0.1% or 0.5% stadium tax (if applicable)

Add \$2.50 Credit Card Processing Fee (if applicable)

Total \$0.00

Your order is subject to return if there are errors on the order form and/or an incorrect amount due was submitted. Please, call for assistance at (608) 266-3358.

Credit Card Customers Only

- Orders by phone are accepted when purchases are made with VISA or MasterCard
- Include credit card account number, signature, and credit card expiration date.

MasterCard VISA

Credit Card Number

Expiration Date (mm/dd/ccyy)

Signature

For Office Use Only

Date (mm/dd/ccyy)	CSR
Order No.	Customer No.
Approval No.	New Exp. Date (mm/dd/ccyy)
Amount Paid	
Payment Type <input type="checkbox"/> CA <input type="checkbox"/> CH <input type="checkbox"/> V/MC <input type="checkbox"/> GSBS <input type="checkbox"/> FR	

Document Number	Title	Stock Number	Create/ Revision Date	Sales Package	Price
AD-A-6	Voucher (4-ply)	4578	R05/85	Pkg 100	7.96
AD-TACS-5	TACS Schedule Update Form	4549	N/A	Pkg 50	2.05
OSER-DCLR-25	Employee Contract Grievance Report	5081	R07/04	Pkg 50	6.25
DER-DCC-10	Position Description	5049	R05/84	Pkg 50	6.65
DER-DCLR-37	Reclassification Request/Report	5059	R05/99	Pkg 50	7.75
DER-DMRS-38	Application for State Employment	5006	R06/02	Pkg 100	7.45
DER-DMRS-164	Data Collection Record	5015	R08/02	Pkg 100	4.55
OSER-DMRS-3	Official Employee Personnel Record Folder	5036	R05/04	Pkg 25	10.20
DOA-2277	Appropriation Input	4600	C03/93	Pkg 25	3.13
DOA-2278	Transfer of Appropriation	4602	C03/93	Pkg 25	4.18
DOA-2345	Position Transaction Request/Report	4592	R07/92	Pkg 15	3.30
DOA-2346	PMIS Position Accounting Changes	4594	R10/92	Pkg 25	3.65
DOA-3021P	Vendors Affirmative Action Requirements	4515	R02/03	Each	0.76
DOA-3031P	Wisconsin Contract Compliance Law Poster	4516	R02/03	Pkg 10	2.03
DOA-3066	Purchase Requisition	4557	R08/04	Pkg 50	3.90
DOA-3076	Purchase Order Supplement/Printing-Detailed	4551	R06/90	Pkg 50	5.37
DOA-3101	Pool Car Requisition	4572	R11/06	Pkg 50	4.65
DOA-3256	Wisconsin Inter-D mail Envelope	3256E		Pkg 50	11.00
DOA-6003	Gross Salary Detail Adjustment Worksheet	4541	R11/93	Pkg 50	5.00
DOA-6005	Payroll Document Transmittal/Control Sheet	4539	R07/95	Pkg 50	2.62
DOA-6009	Manual Cancellations & Supplements	4542	R08/96	Pkg 50	6.95
DOA-6015	Personnel Document Transmittal/Control Sheet	4519	R12/94	Pkg 50	2.31
DOA-6094	Advance Travel Expense Request	4503	R01/97	Pkg 25	3.25
DOA-6107	Travel Voucher	4576	R01/96	Pkg 25	3.15
DOA-6110	Supplemental Payroll Voucher Audit Trail	4544	R03/94	Pkg 100	3.13
DOA-6122	Electronic Deposit Authorization	4529	R04/93	Pkg 50	2.70
DOA-6436	Material Handling Injury Acc. Analysis Report	4704	R05/96	Pkg 25	1.95
DOA-6741	TACS Batch Control	4547	R10/02	Pkg 50	2.13
WKC-12	Employer's First Report of Injury or Disease	4701	R03/02	Pkg 25	2.30
	Forms Catalog	7001			Free

Forms Catalog - Listed by Document Sales Stock Number

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Stock Number	Title	Form Number	Create/ Revision Date	Sales Package	Price
4503	Advance Travel Expense Request	DOA-6094	R01/97	Pkg 25	3.25
4515	Vendors Affirmative Action Requirements	DOA-3021P	R02/03	Each	0.76
4516	Wisconsin Contract Compliance Law Poster	DOA-3031P	R02/03	Pkg 10	2.03
4519	Personnel Document Transmittal/Control Sheet	DOA-6015	R12/94	Pkg 50	2.31
4529	Electronic Deposit Authorization	DOA-6122	R04/93	Pkg 50	2.70
4539	Payroll Document Transmittal/Control Sheet	DOA-6005	R07/95	Pkg 50	2.62
4541	Gross Salary Detail Adjustment Worksheet	DOA-6003	R11/93	Pkg 50	5.00
4542	Manual Cancellations & Supplements	DOA-6009	R08/96	Pkg 50	6.95
4544	Supplemental Payroll Voucher Audit Trail	DOA-6110	R03/94	Pkg 100	3.13
4547	TACS Batch Control	DOA-6741	R10/02	Pkg 50	2.13
4549	TACS Schedule Update Form	AD-TACS-5	N/A	Pkg 50	2.05
4551	Purchase Order Supplement/Printing-Detailed	DOA-3076	R06/90	Pkg 50	5.37
4557	Purchase Requisition	DOA-3066	R08/04	Pkg 50	3.90
4572	Pool Car Requisition	DOA-3101	R11/06	Pkg 50	4.65
4576	Travel Voucher	DOA-6107	R01/96	Pkg 25	3.15
4578	Voucher (4-ply)	AD-A-6	R05/85	Pkg 100	7.96
4592	Position Transaction Request/Report	DOA-2345	R07/92	Pkg 15	3.30
4594	PMIS Position Accounting Changes	DOA-2346	R10/92	Pkg 25	3.65
4600	Appropriation Input	DOA-2277	C03/93	Pkg 25	3.13
4602	Transfer of Appropriation	DOA-2278	C03/93	Pkg 25	4.18
4701	Employer's First Report of Injury or Disease	WKC-12	R03/02	Pkg 25	2.30
4704	Material Handling Injury Acc. Analysis Report	DOA-6436	R05/96	Pkg 25	1.95
5006	Application for State Employment	DER-DMRS-38	R06/02	Pkg 100	7.45
5015	Data Collection Record	DER-DMRS-164	R08/02	Pkg 100	4.55
5036	Official Employee Personnel Record Folder	OSER-DMRS-3	R05/04	Pkg 25	10.20
5049	Position Description	DER-DCC-10	R05/84	Pkg 50	6.65
5059	Reclassification Request/Report	DER-DCLR-37	R05/99	Pkg 50	7.75
5081	Employee Contract Grievance Report	OSER-DCLR-25	R07/04	Pkg 50	6.25
7001	Forms Catalog				Free
3256	Wisconsin Inter-D Mail Envelope	DOA-3256		Pkg of 50	11.00

Forms Catalog - Listed by Document Title/Item DescriptionGo to: [Order Form](#)

Title	Stock Number	Form Number	Create/ Revision Date	Sales Package	Price
Advance Travel Expense Request	4503	DOA-6094	R01/97	Pkg 25	3.25
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Appropriation Input	4600	DOA-2277	C03/93	Pkg 25	3.13
Data Collection Record	5015	DER-DMRS-164	R08/02	Pkg 100	4.55
Electronic Deposit Authorization	4529	DOA-6122	R04/93	Pkg 50	2.70
Employee Contract Grievance Report	5081	OSER-DCLR-25	R07/04	Pkg 50	6.25
Employer's First Report of Injury or Disease	4701	WKC-12	R03/02	Pkg 25	2.30
Forms Catalog	7001				Free
Gross Salary Detail Adjustment Worksheet	4541	DOA-6003	R11/93	Pkg 50	5.00
Manual Cancellations & Supplements	4542	DOA-6009	R08/96	Pkg 50	6.95
Material Handling Injury Acc. Analysis Report	4704	DOA-6436	R05/96	Pkg 25	1.95
Official Employee Personnel Record Folder	5036	OSER-DMRS-3	R05/04	Pkg 25	10.20
Payroll Document Transmittal/Control Sheet	4539	DOA-6005	R07/95	Pkg 50	2.62
Personnel Document Transmittal/Control Sheet	4519	DOA-6015	R12/94	Pkg 50	2.31
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Position Transaction Request/Report	4592	DOA-2345	R07/92	Pkg 15	3.30
Purchase Order Supplement/Printing-Detailed	4551	DOA-3076	R06/90	Pkg 50	5.37
Purchase Requisition	4557	DOA-3066	R08/04	Pkg 50	3.90
Reclassification Request/Report	5059	DER-DCLR-37	R05/99	Pkg 50	7.75
Supplemental Payroll Voucher Audit Trail	4544	DOA-6110	R03/94	Pkg 100	3.13
TACS Batch Control	4547	DOA-6741	R10/02	Pkg 50	2.13
TACS Schedule Update Form	4549	AD-TACS-5	N/A	Pkg 50	2.05
Transfer of Appropriation	4602	DOA-2278	C03/93	Pkg 25	4.18
Travel Voucher	4576	DOA-6107	R01/96	Pkg 25	3.15
Vendors Affirmative Action Requirements	4515	DOA-3021P	R02/03	Each	0.76
Voucher (4-ply)	4578	AD-A-6	R05/85	Pkg 100	7.96
Wisconsin Contract Compliance Law Poster	4516	DOA-3031P	R02/03	Pkg 10	2.03
Wisconsin Inter-D envelope	3256	DOA-3256		Pkg 50	11.00

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