State of Wisconsin
Forms Catalog

DOA-3450P

Ordering Information
Order Form
Listing of Statewide Forms

Updated February 16, 2012

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: DOADocumentSalesInformation@wisconsin.gov

Standard Statewide Forms

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3. Listing of Statewide Forms:
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Please mail all orders via Inter–Departmental (Inter-D) Mail Address:

DOA / 4622 University Ave. /Document Sales

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

Document Sales and Distribution
4622 University Avenue
Madison, WI 53705-2156

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:
DOADocumentSalesInformation@wisconsin.gov
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,
      4622 University Avenue, Madison, WI 53705-2156.
   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
4622 University Avenue
Madison, WI 53705-2156
DOADocumentSalesInformation@wisconsin.gov

DOA-3330 (R1/2012)

Document Sales Order

Ordered By:

Name _____

Organization's Name _____

Street Address _____

P. O. Box _____

City, State and ZIP + 4 _____

Daytime Telephone ( ) _____

E-mail Address _____

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

Please make Check or Money Order payable to:
WI Department of Administration

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

Inter-D Address:
DOA Doc Sales / 4622 University Avenue / Inter-D

Ship To: (if different from above)

Name _____

Organization's Name _____

Street Address _____

P. O. Box _____

City, State and ZIP + 4 _____

Stock Number	Quantity	Description	Item Price	Total

State Government Customers Only	
General Services Billing Information	
Customer Use Code	
Optional Data	
Optional Order Number	
Authorized Signature:	

Subtotal	
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	

- **Your order is subject to return if there are errors on the Order Form and/or an incorrect amount was submitted.**
- **For assistance please call: (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 ☐ CA ☐ CH ☐ V/MC ☐ GSBS ☐ FR	

This form can be made available in accessible formats to qualified individuals with disabilities. This order form may be reproduced.

Forms Catalog - Listed by Document Number

Go to: **Order Form**

Document Number	Title	Stock Number	Create/ Revision Date	Sales Package	Price
AD-TACS-5	TACS Schedule Update Form	4549	N/A	Pkg. 50	2.05
OSER-DCLR-25	Employee Contract Grievance Report *(For Agencies covered by WLEA Unions only)*	5081	R07/04	Pkg. 50	6.75
OSER-DCLR-222	Employee Grievance Report	5083	R12/11	Pkg. 50	9.45
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-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-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-6741	TACS Batch Control	4547	R10/02	Pkg. 50	2.13
	Forms Catalog	7001			Free

Forms Catalog - Listed by Document Sales Stock Number

Go to: **Order Form**

Stock Number	Title	Form Number	Create/ Revision Date	Sales Package	Price
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
4576	Travel Voucher	DOA-6107	R01/96	Pkg. 25	3.15
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
5036	Official Employee Personnel Record Folder	OSER-DMRS-3	R05/04	Pkg. 25	10.20
5081	Employee Contract Grievance Report *(For Agencies covered by WLEA Unions only)*	OSER-DCLR-25	R07/04	Pkg. 50	6.75
5083	Employee Grievance Report	OSER-DCLR-222	R12/11	Pkg. 50	9.45
7001	Forms Catalog				Free
3256	Wisconsin Inter-D Mail Envelope	DOA-3256		Pkg. of 50	11.00

Forms Catalog - Listed by Document Title / Item Description

Go to: **Order Form**

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Appropriation Input	4600	DOA-2277	C03/93	Pkg. 25	3.13
Electronic Deposit Authorization	4529	DOA-6122	R04/93	Pkg. 50	2.70
Employee Contract Grievance Report *(For Agencies covered by WLEA Unions only)*	5081	OSER-DCLR-25	R07/04	Pkg. 50	6.75
Employee Grievance Report	5083	OSER-DCLR-222	R12/11	Pkg. 50	9.45
Forms Catalog	7001				Free
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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
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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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