

Indiana Family & Social Services Administration

Ordering State Forms, Brochures and Pamphlets from the Warehouse

Use State Form 1140 - Request for Distribution of Forms and Publications. Your address and room number should be included in the Deliver To box located in the upper right hand corner. The contact person and telephone number should be placed in the Requested By and Telephone Number boxes located at the lower left hand of the form. The request number is for your office information and the account number is your financial account number (For postage allocation purposes). All requests for Forms MUST contain the following information: Contact Person, Telephone Number, Address and Room Number.

Any requests that are received without this information will not be filled until this information is obtained.

SF 1140 - Request for Distribution of Forms and Publications, is no longer available in paper version but can be found online at: <https://forms.in.gov/Download.aspx?id=4597>.

This form is a "Fill In" .pdf version that can not be saved but can be printed to mail or fax.

Effective immediately please email your requests for forms, brochures, and pamphlets or send questions to Marisa Bland (Marisa.Bland@fssa.IN.gov), or by telephone at 317-232-0602.

Printing Stationery, Envelopes and State Forms Stored In Your Area

You will no longer create a requisition for printing envelopes, letterhead stationery and State Forms stored in your area.

Please send your request by email to Marisa.Bland@fssa.in.gov with the following information: Department, Contact Person & Telephone Number, Description of Item, Quantity and Ship to Address. If you have a change of address or telephone number, please include that information in your message. Marisa Bland will prepare the necessary documents and coordinate with your division's controller to obtain financial approval to print these items.

You may request a Word Document of the letterhead by submitting an e-mail to printing@fssa.in.gov. For consistency, FSSA graphics will be updating all letterhead (upon request)—please do not attempt to update the letterhead yourself. We also ask that you request only ONE document per office location—the requestor can share this document within that office.

NOTE: All DFR County Offices must send their requests to their Region Administrative Assistants.

Ordering Business Cards

The State of Indiana is no longer covering the cost to print business cards. However, employees may order their cards from PEN Products at your own expense. FSSA graphics has made arrangements with PEN Products to ensure format consistency. Business cards may not be ordered through another vendor.

To purchase business cards, complete the order form available online at: <https://forms.in.gov/Download.aspx?id=9466>. This is the only document you need to complete. Once your supervisor has approved the content of your business card, you may submit according to the instructions on the order form.

Large Volume Copying - Indiana Government Center

Use the Pitney Bowes form, available online at: <https://forms.in.gov/Download.aspx?id=7154>. Rate information which you can use to calculate charges are available at: http://www.in.gov/idoa/files/PBMS_Simplified_Pricing.pdf. When completing this form, please be certain that the **Customer Information and Account Information** areas (see example) are completed by your division controller and they have the rate/charge information to approve this request. Once approved and signed, your controller will forward the request and material to be copied to Pitney Bowes Print Center, Room N012, Government Center North.

CUSTOMER INFORMATION			
Name of agency	Agency number	Name of department	
ACCOUNT INFORMATION			
Fund/ Account/ Budget Reference	Dept/ Class	Program/ Project/ Project Activity	
AGENCY REQUESTOR AND AUTHORIZATION			
Name of requestor	Telephone number	Authorized Signature	Name of Division Director

If you have questions regarding these instructions, please send your inquiry by e-mail to: printing@fssa.in.gov. Revised 3/11
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