

FORMS / PUBLICATIONS REQUISITION (F-80025) DISTRIBUTION INSTRUCTIONS

Visit our Internet Forms Library at <http://www.dhs.wisconsin.gov/forms/index.htm> to see what forms we have on-line!

External Customers: When providing your mailing address, include an appropriate mailing address such as a street address. The United Parcel Service will not deliver to a P. O. Box.

All Customers: Please **do not remove carbon between white and yellow copies**, but do remove the carbon between the yellow and blue copies. Please do not detach white and yellow copies from the top binder.

Distribution of the F-80025, Forms/Publication Requisition is located in the lower left corner. It reads:
White - Division Forms Manager Yellow - Division Forms Manager **Blue - Retain**

Requisitions sent directly to the DHS Forms and Publication Center will cause an unnecessary delay in receiving your forms and publications. The Forms and Publication Center may not fill an order without first obtaining the appropriate Division Forms/Publications Manager's approval. The following should be of assistance if you do not know to whom to send the requisition.

DHS Staff: Copy paper orders do not require manager approval. Please include your purchase order number on the requisition.

DHS forms and publications are prefaced with a 'F' for forms and a "P" for Publications.
Please take note of the division name on the face of the form you are requesting and send your request to the appropriate manager.

<u>*Old Prefixes</u>	<u>Division Forms/Publication Manager</u>	<u>Division and Address</u> (use division name when addressing mail)
DSL & PSL DDE & PDE	Lois Mulder 608-266-8502 Lois.Mulder@wisconsin.gov	Division of Long Term Care Division of Mental Health and Substance Abuse Services Rm 672, P.O. Box 7850, Madison WI 53707
	Diana Cleven 608-266-8368 Diana.Cleven@wisconsin.gov	Division of Quality Assurance, Rm 950, P.O. Box 2969, Madison WI 53701
DMS,DMT,EXS HSS,HFS,BIS PMS,PMT,PXS	Steve Bowe 608-261-4954 Steve.Bowe@wisconsin.gov	Division of Enterprise Services, Rm 672, P.O. Box 7850, Madison WI 53707 Note: Administrative Codes are an exception. Send orders to the appropriate division publications manager responsible for the program area. Codes also begin with the prefix HSS or HFS.
DOH & POH DPH & PPH	Cris Caputo 608-267-9054 Cristina.Caputo@wisconsin.gov	Division of Public Health, Rm 672, P.O. Box 7850, Madison WI 53707
HCF & PHC	Steve Bowe 608-261-4954 Steve.Bowe@wisconsin.gov	Health Care Access and Accountability, Rm 672, P.O. Box 7850, Madison WI 53701-0309
OSF & PSF	Kelly Starr 608-266-3816 Kelly.Starr@wisconsin.gov	Office of Policy Initiatives and Budget, Rm 618, P.O. Box 7850, Madison WI 53707

***Note:** Beginning in July, 2008, DHS forms have been renumbered and will be removing three character prefixes from the numbering scheme. Forms will be identified with a 'F' prefix and publications will be identified with a 'P' prefix. Forms and publications with the former prefix **DCS** or **PCS** should be directed to the Department of Children and Families. Forms with a **DES** prefix relating to food stamps and medical assistance: Contact Steve Bowe. **Other DES** items: Contact the Department of Workforce Development. Forms and publications with other old prefixes identified above should be routed to the appropriate manager.

When preparing a requisition for forms or publications with more than one division, mail to the Division Forms/Publication Manager responsible for the majority of the forms/publications ordered. This individual will route the order to the next manager for approval.

If you have questions: Contact appropriate person shown above or the Department Forms Officer, Lois Mulder, at (608) 266-8502.

Backordered Items: If your order arrives with an item marked, **Backordered**, you will receive that item as soon as the Forms/Publications center receives that material. You do not need to reorder items marked "backordered".