

RECORDS AND FORMS MANAGEMENT 5.0

Forms Processing and Printing -- 5.4

Reprinting Public Health Forms -- 5.4.b

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Signature:



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POLICY

All requests for form reprints must be approved by the Bureau Office each time the form is reprinted.

APPLICABILITY

This policy applies to Regional and Central Office personnel.

PURPOSE

To ensure the continued appropriateness and necessity of all public health forms and to assure the availability of funds to cover the cost of reprinting.

PROCEDURE

To have a form reprinted, submit an original of the form to be reprinted and a completed **Printing Requisition, GS-0132**, to the Bureau Office designee. It is important to complete the front of the GS-0132 in its entirety. The Bureau Office will assess the need for reprints, and if approved, will forward the material to the Forms Officer of the Department of Health for final approval. The Forms Officer will be responsible for submitting the form to printing.

NECESSARY FORM

Printing Requisition, GS-0132

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305