

# PRINTED MATERIAL STOCK NOTICE

1. REQUISITION NO. (HHS-26)

2. REQUISITION DATE

3. TO:  
PRINTING AND REPRODUCTION  
MANAGEMENT BRANCH, DTS, ASC

4. FROM: (Name, organization, extension)

**FOR USE BY PRMB ONLY**  
GPO REQUISITION NO.

5. ITEM  
 FORM       MANUAL ISSUANCE  
 PUBLICATION       \_\_\_\_\_

6. ACTION REQUESTED  
 NEW       REPRINT       REVISION  
 SUPERSEDED       OBSOLETE

DATE ASSIGNED

EST. DELIVERY DATE

7. TITLE/SUBJECT OF ITEM

8. NUMBER

ORDERED FROM

PHS     GPO  
 HHS     \_\_\_\_\_

9. DISTRIBUTION

DISTRIBUTOR (A)	NO. OF COPIES (B)	ADDRESSEES (C)
FPDC		TITLE OF DISTRIBUTION LIST
RSC		<input type="checkbox"/> MAILING KEY NUMBER <input type="checkbox"/> TITLE
GPO OR COMM. PRINTER		<input type="checkbox"/> LABELS ATTACHED <input type="checkbox"/> LIST OF ADDRESSES
OTHER		
STORAGE		
TOTAL		

10. DISPOSITION

(A) DISPOSE OF EXCESS STOCK AFTER DISTRIBUTION IS MADE <input type="checkbox"/> YES <input type="checkbox"/> NO	(B) DATE STOCK IS TO BE DESTROYED	(C) NOTIFY WHEN STOCK REACHES MINIMUM LEVEL <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> QTY _____
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11. SUPERSEDED MATERIAL

(A) NUMBER, TITLE DATE (If none, enter none)	(B) ACTION TO BE TAKEN <input type="checkbox"/> USE PRESENT SUPPLY UNTIL EXHAUSTED <input type="checkbox"/> DESTROY UPON RECEIPT OF REVISED ITEM
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12. FOR USE BY FPDC ONLY

ITEM (A)	NO. OF CARTONS (B)	NO. OF COPIES (C)	DATE (D)	INITIALS (E)
MATERIAL RECEIVED				
DISTRIBUTION COMPLETED				
DISPOSAL COMPLETED				

13. REMARKS