STATE OF LOUISIANA

STATE PRINTING OFFICE

WAREHOUSE REQUISITION

PRINT

SAVE

www.doa.la.gov/stateprinting

PLEASE FILL OUT THIS FORM COMPLETELY. YOUR ORDER CANNOT BE PROCESSED WITHOUT A PHYSICAL STREET ADDRESS, PHONE NUMBER, UPS NUMBER AND/OR COST CENTER OR PURCHASE ORDER NUMBER.

DELIVER TO

UPS ACCOUNT NUMBER

MUST HAVE UPS ACCOUNT NUMBER. FAILURE TO PROVIDE CORRECT NUMBER MAY RESULT IN DELAY OF YOUR SHIPMENT AND ADDITIONAL SHIPPING CHARGES BY UPS

Check here if job is to be picked up from State Printing Warehouse. UPS account # not required if so.

ATTENTION	DELIVERY ADDRESS PHONE NUMBER	DATE
	( ) Ext.	

REQUISITIONED BY AND PHONE NUMBER *(IF DIFFERENT FROM "DELIVER TO" PERSON)*	PURCHASE ORDER NUMBER *(IF REQUIRED)*	AGENCY COST CENTER NUMBER *(IF REQUIRED)*

LINE #	FORM NUMBER	UNITS/PACKS ORDERED	REVISION DATE	FORM NAME
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

SEND ORDERS TO

OFFICE OF STATE PRINTING
P.O. BOX 94095
BATON ROUGE, LA 70804-9095
(225) 219-9570 • FAX (225) 219-9573

ORDERS MAY BE PICKED UP AT

OFFICE OF STATE PRINTING
950 BRICKYARD LANE
BATON ROUGE, LA 70802
(225) 219-9570