STATE OF LOUISIANA

STATE PRINTING OFFICE

WAREHOUSE REQUISITION

For office use

DATE OF REQUEST ➡ _____

PLEASE FILL OUT THIS FORM COMPLETELY. YOUR ORDER CANNOT BE PROCESSED WITHOUT A PHYSICAL STREET ADDRESS AND PHONE NUMBER. SHIPPING CHARGES WILL BE BILLED TO AGENCY OWNING FORM.

DELIVER TO

ATTENTION

⬇ ORDERS MAY BE PICKED UP AT ⬇

STATE PRINTING OFFICE
950 BRICKYARD LANE
BATON ROUGE, LA 70802
PHONE: 225.219.9570

☐ ⬅ **Check here if job is to be picked up from State Printing Warehouse.**

CUSTOMER ACCOUNT NUMBER *(IF KNOWN)*

REQUISITIONED BY AND PHONE NUMBER

( ) Ext.

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				

⬇ EMAIL ORDERS TO ⬇

STATEPRINTING@DOA.BRCOXMAIL.COM

⬇ MAIL OR FAX ORDERS TO ⬇

STATE PRINTING OFFICE
P.O. BOX 94095
BATON ROUGE, LA 70804-9095
FAX 225.219.9573

DA 202
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