



WAREHOUSE REQUISITION

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.

D E L I V E R T O	

↓ UPS ACCOUNT NUMBER ↓

ON FILE

****MUST HAVE UPS ACCOUNT NUMBER. FAILURE TO PROVIDE NUMBER WILL DELAY YOUR SHIPMENT UNTIL ONE IS PROVIDED****

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

ATTENTION	DELIVERY ADDRESS PHONE NUMBER ()	CUSTOMER ACCOUNT NUMBER (IF KNOWN) # ON FILE
REQUISITIONED BY AND PHONE NUMBER (IF DIFFERENT FROM "DELIVER TO" PERSON)	PURCHASE ORDER NUMBER (IF REQUIRED)	AGENCY COST CENTER NUMBER (IF REQUIRED) 7101

LINE #	FORM NUMBER	UNITS/PACKS ORDERED	REVISION DATE	FORM NAME
1	HSS 99			
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