**CONTROLLED DOCUMENT ORDER AND REPORT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSTRUCTIONS FOR ORDERING AND REPORTING CONTROLLED DOCUMENTS**  **Submit this report to request controlled documents**  *Important – Orders will be accepted throughout the year. Please continue to order a 6 month supply when placing your order.*  **Please complete a PW 28.1 and forward via email when requesting controlled documents.**  **Controlled document orders will be received via email; your request will be processed and shipped to you.**  **Step 1 – Complete following sections of the report form.**   * **Section 1 – Please enter your county/district name and address, contact person, email address, and phone number.** * **Section 2 – Enter the quantity of controlled documents you need to order.**   **Step 2 – (ORDERING)**   * **Controlled documents – email PW 28.1 to** [**RA-PWDFPPMMAILBOX@pa.gov**](mailto:RA-PWDFPPMMAILBOX@pa.gov)   **Step 3 – (RECEIVING) Complete the following sections after receiving your documents.**   * **Section 3 – Enter the quantity and controlled document number series you have received.**   **Step 4 – Submit updated PW 28.1 to** [**RA-PWDFPPMMAILBOX@pa.gov**](mailto:RA-PWDFPPMMAILBOX@pa.gov) **within 5 days of receipt of ordered material.** | | | | | | | | |
| **SECTION 1 – CAO INFORMATION** | | | | | | | | |
| **COUNTY/DISTRICT NAME AND ADDRESS**  **(Delivery Address)** | | | County/District Name | | | | Date: Date | |
| Address | | | | | |
| Address | | | | | |
| Address | | | | | |
| City, State, ZIP | | | | | |
| **CAO CONTACT PERSON** | | | CAO Contact Person | | | | | |
| **EMAIL/TELEPHONE NUMBER** | | | Email | | | Telephone | | |
| **SECTION 2 – CONTROLLED DOCUMENT FORM INFORMATION** | | | | **SECTION 3 – DOCUMENTS RECEIVED** | | | | |
| **FORM NO.** | | **QUANTITY REQUEST**  **(PACK)** | | **Quantity Received** | **CAO RECEIVED SERIAL NUMBERS** | | | |
| **FROM** | | | **TO** |
| **PA-5A (50/PACK)** | | Quantity | | Quantity | From | | | To |
| **PA/CS175M (50/PACK)** | | Quantity | | Quantity | From | | | To |
| **MA 440** | | Quantity | | Quantity | From | | | To |
| **COMMENTS:** | Comments | | | | | | | |
| **If you have any questions, please contact Ceena Jenkins at 717-772-7905 or email to** [**RA-PWDFPPMMAILBOX@pa.gov**](mailto:RA-PWDFPPMMAILBOX@pa.gov)**.** | | | | | | | | |

**PW 28.1 2/15**