**CONTROLLED DOCUMENT ORDER AND REPORT**

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| **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 document.****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** **jpottiger@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** **jpottiger@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.** | **MATERIAL NO.** | **QUANTITY REQUEST****(PACK)** | **Quantity Received** | **CAO RECEIVED SERIAL NUMBERS** |
| **FROM** | **TO** |
| **PA-5A (50/PACK)** | **264884** | Quantity | Quantity | From | To |
| **PA/CS175M (50/PACK)** | **264626** | Quantity | Quantity | From | To |
| **MA 440** | **263910** | Quantity | Quantity | From | To |
| **COMMENTS:** | Comments |
| **If you have any questions, please contact Jewel Pottiger at 717-772-7800 or email to** **jpottiger@pa.gov****.**  |

**PW 28.1 6/12**