

# 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 HS 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 HS 28.1 to [RA-PWDFPPMAILBOX@pa.gov](mailto:RA-PWDFPPMAILBOX@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 HS 28.1 to [RA-PWDFPPMAILBOX@pa.gov](mailto:RA-PWDFPPMAILBOX@pa.gov) within 5 days of receipt of ordered material.

### SECTION 1 CAO INFORMATION

<b>COUNTY/DISTRICT NAME AND ADDRESS</b> (Delivery Address)	County/District Name		Date: Date
	Address		
	Address		
	Address		
	City, State, ZIP		
<b>CAO CONTACT PERSON</b>	CAO Contact Person		
<b>EMAIL/TELEPHONE NUMBER</b>	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

<b>COMMENTS:</b>	Comments

If you have any questions, please contact Bureau of Policy Program Management Unit at 717-772-7906 or email to [RA-PWDFPPMAILBOX@pa.gov](mailto:RA-PWDFPPMAILBOX@pa.gov).