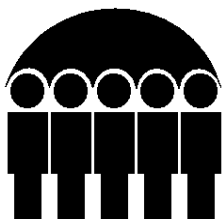


January 6, 2006

Employees' Manual  
Title 24  
Chapter B Appendix

# GENERAL SERVICES APPENDIX



Iowa  
Department  
of  
Human Services

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## Miscellaneous Forms

### Purpose

The following miscellaneous forms are self explanatory.

- ◆ *Transmittal Slip, 470-0054*
- ◆ *Letterhead, 470-0848*
- ◆ *Interoffice Memo, 470-0167*
- ◆ *County Check Sheet, 470-0055* (two pages)
- ◆ *County Check Sheet, 470-0056* (one page)
- ◆ *List of Local Offices, RC-0081*
- ◆ *Iowa Map, 470-0053*
- ◆ *Facsimile Cover Sheet, 470-2568*

### Supply

Form 470-0054, *Transmittal Slip*, may be ordered from Iowa Prison Industries, at Anamosa. All other forms may be ordered through the Division of Fiscal Management, Bureau of Purchasing, Payments, and Receipts.

**How To Handle Suspicious Mail (Letters and Packages), Form Comm. 247**

Purpose	To provide a quick reference to mail handling personnel for identification of suspicious mail and what to do with it.
Supply	It is recommended that each office modify this poster to include local contact information and post it wherever mail handling personnel are located.

**SpeeDee Multiple Shipment Pickup Manifest, Form 470-2735**

Purpose	This form is used to record the number of bags sent to each DHS office by the overnight courier service.
Supply	The form is used exclusively by the DAS-GSE Hoover Mail Room and is provided to DAS-GSE by the Division of Purchasing, Payments, Receipts, and Payroll.

**Printing Request, Form 470-0975**

Purpose	This form is used to request printing through the Bureau of Purchasing, Payments and Receipts.
Supply	The form is available on Outlook.
Completion	Complete one copy and attach to the original document to be printed.
Distribution	Deliver the Printing Request and original document to be printed to the Printing Coordinator (281-6201) in the Bureau of Purchasing, Payments and Receipts.
Data	The form is self explanatory.

| **[Your DHS Mail Guide, Comm. 246](#)**

- | Purpose                      *Your DHS Mail Guide* provides a quick reference to employees when deciding how to address mail for local offices and central office.
- Supply                         This guide can be printed from the on-line manual or photocopied from the paper sample.