## State of New Jersey

DEPARTMENT OF EDUCATION
DIVISION OF DEPUTY COMMISSIONER
PUBLICATIONS AND DISTRIBUTION SERVICES
PO BOX 500
TRENTON, NJ 08625-0500
(609) 984-0905

## **ANNUAL DISTRICT FORMS REQUISITION**

## School Year 2011-12

Form Number	Description of Forms	Present Quantity On Hand	Requirements For 2011-12	For Department Use ONLY
(1)	(2)	(3)	(4)	(5)
	FOR: CHIEF SCHOOL ADMINISTRATOR			•
A-41	PUPIL'S TRANSFER CARD			
A-18	MISCELLANEOUS FORMS Fire Drill Card			
	FOR: SCHOOL BUSINESS OFFICIAL			
140	PAYROLL AGENCY			
145	BOND REGISTER			
A17E	EXPENDITURES			
A17R	RECEIVABLES			
T-1	REQUISITION FOR TAXES (Pad of 50 2-Part Sets)			
T-2	REQUISITION FOR DEBT SERVICES (Pad of 25 4-Part Sets)			
Dis	trict County	Contact Name		Telephone
		Sic	Signature of District Superintendent	

## **INSTRUCTIONS**

- 1. Inventory all forms on-hand. Place this figure for each form under column #3, "Present Quantity On Hand". Where no inventory exists, enter a zero ("0").
- 2. **Please anticipate a full year's requirement for each form listed.** Enter this figure under column #4, "Requirements for 2011-12".
- 3. Once completed, return the form to the New Jersey State Department of Education, Publications & Distribution Services, PO Box 500, Trenton, N.J. 08625-0500 by **May 20, 2011**.