

Chapter 5. PRINTING, STOCKING, AND DISTRIBUTION

5-1. Responsibilities.

- A. The Office of Administrative and Management Services will establish the appropriate printing procedures, stocking requirements, stock locations, and the distribution for all forms.
- B. The Departmental Forms Management Staff will review printing requests for all new or revised Departmental forms, and all Departmental forms stocked at Headquarters.
- C. The Headquarters stock facility will stock and distribute forms which are more practically managed Department-wide based on print requirements and volumes (see stock source code "C" in the Departmental Forms Index Notice).
- D. Regional Offices reprint and distribute low volume forms as determined by the Headquarters Printing Branch (see stock source code "R" in the Departmental Forms Index Notice). They distribute HUD forms to Field Offices and local area end users.
- E. Field Offices stock and distribute HUD forms to local area end users.

5-2. Initial printing of all new and/or revised Departmental forms is performed through the Printing Branch in Headquarters. All forms printing is coordinated with a Forms Liaison Officer.

5-3. Reprinting existing forms is managed based on the stocking process for each particular form (see the Departmental Forms Index Notice for stock source information).

5-4. Stock Source. The Stock Source Code (see the Forms Index Notice) identifies the source from which replenishment of distribution stocks of forms can be obtained. There are five primary Stock Sources coded as follows:

- C - The code for forms primarily stocked in the Headquarters Central Warehouse and are reprinted at Headquarters.
- R - Identifies forms which are reprinted and primarily stocked at the Regional Office level.
- P - Identifies forms that are available only from the originating Program Office. Such forms are not available directly from any administrative stock facility and may require controlled distribution. Reprinting and resupply will be managed by the respective program staff representative. Contact the Headquarters Program office identified in the Forms Index for replenishment of such forms.

GPO- Identifies a number of public use forms stocked and

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sold by the Superintendent of Documents at the Government Printing Office. Forms sold by GPO are not available to the public from HUD Offices. Contact the GPO local sales office or bookstore.

L - Identifies forms not stocked. Local users should retain a copy of these forms to photocopy additional supplies as needed.

5.5 Private Printing of HUD Forms. HUD forms may be reproduced by private sources (printing contractors, mortgagees, supply houses, contractors, etc.). All such reprinted forms, if represented as a HUD form, must exactly replicate the content and layout of the original HUD form with no items omitted. All such reproductions must also indicate in some way that the form is a reproduction and does not originate directly from HUD (such as by adding a company logo or printing mark).

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