

Administrative Order



Administrative Order No.: 5-4

Title: Forms Control

Ordered: 3/15/1965

Effective: 3/15/1965

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter.

POLICY:

Purpose:

The purpose of a forms control program is to promote accuracy, improve clerical efficiency, and minimize costs. This can be accomplished through proper forms design, by consolidation and elimination of forms, and by careful selection of duplicating processes. For these reasons the county has established a central forms control program.

Responsibility:

The forms control operation shall be the responsibility of the Central Services Division of the Finance Department and the Finance Director is authorized to institute such additional administrative procedures as may be necessary to implement an effective program. The cooperation of all departments is necessary to insure the success of the program and all department heads are responsible for such cooperation.

Central Services Division:

The Central Services Division shall be responsible for designing new forms and analyzing those in need of revision, reviewing existing forms for possible combinations or improvements, assigning form numbers, maintaining a history of each form, serving as an information center on matters relating to forms, writing forms specifications, and storage of forms.

Definition:

For the purposes of this administrative order, the term forms shall include all paper, whether printed commercially or reproduced on office equipment, which has blank spaces for the entry of additional information. This will include letterheads, envelopes, checks, receipts, and all specialty forms, but shall exclude form letters when only the name and address of the receiver is entered.

PROCEDURE:

Initiating Department:

Requests for printing or reproduction of new or existing forms will be made by completing a Requisition for Duplicating Service (Form No. 107.07-7) in triplicate and submitting the original and one copy to the Central Services Division. The third copy is for the files of the requesting department. If the request is for an existing form, a copy of that form should be attached. If the request is for a new form, a proposed draft should be attached. Departments should attempt to anticipate the depletion of existing supplies 30 days in advance of actual need.

Central Services Division:

The Central Services Division shall review the form, consulting with all affected departments. Upon approval of the form, the Specifications Section of Form 107.07-7 will be completed by the Division which will then take the necessary steps to secure the form, either through established purchasing procedures or through county reproduction facilities.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Hoke Welch

Acting County Manager