

ORDERING COUNTY FORMS

SUMMARY

Many County forms are maintained as a stocked item by the Internal Services Department (ISD) while others are available from the department that controls the documents. The following procedure explains how to order County forms.

PROCEDURE

Forms in ISD Stock

1. Identify the exact title of the form and its County form number, which usually appears in the lower, left-hand corner of the form.
2. Employees who have been given a log-in may check ISD Business Services Online Supply Catalog to determine if the form is stocked by the supply warehouse by going to <http://intra.miamidade.gov> and going to the "Order Business Supplies" webpage
3. Order copies of the form electronically using the ISD Supply Request Menu - Option 1 (Enter Supply Requests).
4. Finance Department Forms, Internal Services Department Forms, and Various Safety Forms are available on-line. Please see departmental home pages in miamidade.gov to access these forms.

Other Forms

1. Existing departmental forms and custom forms can be ordered through ISD Impress digital web storefront on eNet.
2. Log onto eNet <http://secure.miamidade.gov/enet/wps/portal>
3. Enter Miami-Dade eKey and password
4. Click on the Impress tab at the top of the web page
5. Update "My Account" info (first time only)
6. Place order

First time Impress users are welcomed to call the ISD Print Shop for assistance.

CONTACT(S):

Department/Division

Internal Services Department. Graphics Section

Internal Services Department, Print Shop 2225 NW 72nd Avenue, Miami (Offset/main Plant, Milam Dairy Road) Tel.: 305-592-3016

REFERENCE DOCUMENTS(S):

ISD Business Services Supply Catalog