

Chapter 9. Replenishment of Stationery

9-1 Policy

Each organization within the Department has its own letterhead and envelopes. These items are sequentially numbered according to organization. Each Regional and Field Office has its own letterhead and envelopes.

9-2 Responsibilities

A. Headquarters Program Offices are responsible for authorizing the printing of letterhead stationery. Envelopes are a contract item. Requests for envelopes must be completed on form HUD 10.4, Requisition for Supplies, Equipment, Forms, Publications and Procurement Services. The request must be sent through the Departmental Records Management Officer, Management Services Division, Office of Administrative and Management Services, Assistant Secretary for Administration to the Office of Procurement and Contracts, Assistant Secretary for Administration. Program Administrative Officers are responsible for proofing and verifying incoming supply of stationery.

B. The Departmental Records Management Officer, Management Services Division, Office of Administrative and Management Services, Assistant Secretary for Administration is responsible for major changes in the format of printed stationery. Additional information is available in Handbook 2220.5, Printed Stationery.

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C. The Printing Branch is responsible for the printing of stationery for Headquarters Offices only.

D. The Property and Supply Branch is responsible for keeping the Headquarters warehouse adequately stocked with items required by Headquarters Program Offices. Upon receipt of delivery for printed stationery, the Property and Supply Branch will notify the sponsoring Program Administrative Officer to come to the warehouse to verify and proof for misprints.

E. Regional Administrative Services Divisions/Administrative and Management Services Divisions are responsible for arranging for printing of Regional and Field Office stationery and for supplying Regional and Field Offices.

F. Field Offices are not authorized to print stationery.

9-3 Minimum Order Quantity

A. The minimum order quantity for stationery distributed

by the Headquarters warehouse is one pack of 500 per pack, unless otherwise requested by the responsible Program Office.

B. Regional Administrative Services Division Directors/
Administrative and Management Services Division
Directors are responsible for establishing minimum order quantities for their stationery.