

APPENDIX 1

Glossary

Backorder--Request for printed material that cannot be filled due to low or no stock level.

Cut sheet form--Single sheet form that is printed on one or both sides.

Directive--Departmental instructions to users that document agency policies and procedures within the framework of established laws and regulations.

Initial distribution--First dissemination of new or revised printed material by the Printing Branch

Issuance--See directive.

Issue restriction--Supply limitation imposed by the sponsoring office.

Mailing list--Addresses of program participants and HUD staff initiated by a Program Office to receive program materials.

Maximum stock level--Largest quantity of an item to be stocked at one time.

Minimum order quantity--Quantity contained in the lowest unit of issue (e.g., pack, box, carton).

Minimum stock level--Level at which stock will be issued in restricted quantity.

Multi-part form--A multiple copy form with carbon interleaves, or chemical transfer properties.

Reorder stock level--Level at which stock should be ordered from the appropriate supply source.

Replenishment--Restocking of printed material for dissemination by the Property and Supply Branch upon request, after initial distribution.

Selective Distribution--Dissemination of printed material to a specific audience.

Stationery--Departmental letterhead and envelope.