

# DEPARTMENT FOR EDUCATION DISTRIBUTION CENTRE

Address: 7 Bray Avenue, Torrensville S.A. 5031

Postal: GPO Box 1152, Adelaide S.A. 5001

Phone: 08 8234 0140

Website: [www.education.sa.gov.au/sites-and-facilities/distribution-centre](http://www.education.sa.gov.au/sites-and-facilities/distribution-centre)

Email: [educationdistributioncentre@sa.gov.au](mailto:educationdistributioncentre@sa.gov.au)



Government of South Australia

Department for Education

## REQUEST FOR EDUCATION FORMS / ENVELOPES

Site Name:

Address:

Suburb:

Post Code:

\*Round/Drop

Phone No:

Fax No:

Contact Person:

Email:

\*Directorate

\*Acc Code:

7	3	2	7	3
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\* No entry required for School and Preschool Sites

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FORM N°	DOCUMENT TITLE	UNIT SIZE	N° OF UNITS	SITE AVAILABILITY						
				EDUCATION CORPORATE	EDUCATION OFFICES	FAMILY DAY CARE OFFICES	GOVT SCHOOLS	GOVT PRESCHOOLS	CATHOLIC & INDEPENDENT SCHLS	
ED147	Local Purchase Order	max 1	book			•	•	•		
ED024	Official School Receipt Book	max 10	book			•	•	•		
ED043	Student Record Folder	each					•		•	
DC1024	Triset Board	each		Occasional Care Sites Only						
DC1025	Triset Receipts	each								
DC1026	Triset Receipt Summary Sheets	20/pck								
DC1117	Archive Boxes – Type 1 (H)250mm x (W)180mm x (D)400mm	each		\$ 3.45 per box + handling						
DC1119	Archive Boxes – Type 10 (H)120mm x (W)440mm x (D)390mm	each		\$ 3.45 per box + handling						
DC1055	Envelopes - DL Plain	box		Envelopes are printed with Education Corporate address details and can only be supplied to corporate sites						
DC1060	Envelopes - DL Window	box								
DC1057	Envelopes - A5 (C5)	box								
DC1056	Envelopes - A4 (C4)	box								
DC1058	Envelopes - A3 (C3)	box								

Authorised Officer:

Date: