

**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
 Fax: 08 8234 0136
 Website: <https://www.education.sa.gov.au/sites-and-facilities/distribution-centre>
 Email: educationdistributioncentre@sa.gov.au



Government of South Australia
 Department for Education

REQUEST FOR EDUCATION FORMS / ENVELOPES
 THIS FORM MUST BE COMPLETED IN FULL TO SECURE ORDER

| | | | | | |
|-----------------------|--|------------------|---|---------------|---|
| Site Name | | | | | |
| Address | | | | | |
| Suburb | | Post Code | | | |
| *Round/Drop | | Phone No | | Fax No | |
| Contact Person | | Email | | | |
| *Directorate | | *Acc Code | 7 | 3 | 2 |
| | | | 7 | 3 | |

* No entry required for School and Preschool Sites

(Only one Account Code per form can be processed)

| 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 | | | ● | ● | ● | |
| ED129 | Travel Voucher | max 1 | book | ● | ● | | | | |
| ED668 | Preschool Roll Book | each | | | | | | ● | |
| ED043 | Student Record Folder | each | | | | | ● | | ● |
| DC1025 | Triset Receipts | 500/pck | | Occasional Care Sites Only | | | | | |
| DC1026 | Triset Receipt Summary Sheets | 20/pck | | | | | | | |
| DC1117 | Archive Boxes – Type 1 (H)250mm x (W)180mm x (D)400mm | each | | \$ 2.20 per box + handling | | | | | |
| DC1118 | Archive Boxes – Type 2 (H)260mm x (W)85mm x (D)390mm | each | | \$ 2.20 per box + handling | | | | | |
| DC1119 | Archive Boxes – Type 10 (H)120mm x (W)440mm x (D)390mm | each | | \$ 2.20 per box + handling | | | | | |
| DC1055 | Envelopes - DL Plain | box | | ● | ● | ● | | | |
| DC1060 | Envelopes - DL Window | box | Envelopes are printed with Education Corporate address details and can only be supplied to corporate sites. | ● | ● | ● | | | |
| DC1057 | Envelopes - A5 (C5) | box | | ● | ● | ● | | | |
| DC1056 | Envelopes - A4 (C4) | box | | ● | ● | ● | | | |
| DC1058 | Envelopes - A3 (C3) | box | | ● | ● | ● | | | |

Authorised Officer: _____ **Date:** _____