




**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
BUREAU OF PUBLICATIONS AND PAPERWORK MANAGEMENT**

Commonwealth of Pennsylvania

GOVERNOR'S OFFICE

MANUAL

Subject: Standard (STD) Forms Management		Number: M210.5 Amended
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- The *Forms and Programs Management Act of December 13, 1982, P.L. No. 1123, Act No. 256*, requires each agency to establish a Forms Management Program to ensure that only those forms needed for efficient operation of the agency are needed. The responsibilities and procedures for the Forms Management Program are contained in *Manual M210.4, Forms Management*.

The Department of General Services is responsible for the overall operation of the Forms Management Program and to provide forms in general use by most agencies. The Standard (STD) Forms Management Program, and this manual, are complementary to the basic Forms Management Program in *Manual M210.4* and as required by *Act No. 256*.

This manual contains a listing of all STD forms currently in use. The Bureau of Publications and Paperwork Management (BPPM) is responsible for revising existing forms, issuing new forms, and assigning STD numbers to forms. Agencies contemplating revising or issuing new forms should contact the Bureau of Publications and Paperwork Management (BPPM), telephone 787-1015.

The BPPM will update this manual, as needed, through the Directives Management System, by either pen and ink changes or replacement pages.

This manual should be kept in a standard three-ring binder for easy reference and made available to management officers, forms coordinators, procurement personnel, and others, as needed. Any questions or suggestions should be directed to the BPPM.

This manual is being updated to change references for CMIC to Office for Information Technology and Affirmative Action to the Bureau of Equal Employment Opportunity. Also, the listing of forms beginning on page 4 contains additions and deletions. **(OD)** has been added to **W** under **Source** (page 4) which means these are lower usage forms and may be obtained from the warehouse in multiples of 25.

Requests for copies of this manual or changes in distribution requirements, names, or addresses are to be directed to the Directives Management System, telephone 783-5055.

This manual supersedes Manual M210.5 dated April 17, 1992.

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I. GENERAL.

For purposes of this manual, a form is defined as any document with a standard format which contains predetermined spaces for the insertion of required or requested information. An STD form is one designed to accommodate common or similar data needs of two or more agencies.

As a need for a form becomes known, the agency management officer should review the catalog information in this manual to determine whether an STD form that would serve the purpose already exists. If none exists, BPPM should be contacted for a determination as to the existence of a similar form or similar requirements of other agencies. If there are no similar forms or known requirements, the requesting agency is to prepare an agency form.

If a new interagency system or procedure is to be implemented or if similar requirements are found to exist in other agencies, STD forms are to be developed.

Systems and procedures must be developed in advance to have forms ready at time of implementation. Total processing and printing times must be considered when requesting the commercial reproduction of forms.

II. RESPONSIBILITIES.

A. Agencies and Originating Offices.

1. Ensure the use of established STD forms and request their development when needed.
2. Notify BPPM of system or program changes that involve STD forms.
3. Establish controls to prevent agency reproduction of STD forms. Exceptions may be requested from BPPM.
4. Ensure that management officers and forms coordinators work directly with BPPM on the development, revision, or any other matters that relate to STD forms.
5. Review content of STD forms and any implementing documents which your office may be partially or totally responsible for to ensure correctness and compliance to standards. Provide justification for exceptions to design and construction standards established by BPPM. ● ●
6. Develop and publish procedures for the use of STD forms through the Directives Management System.

B. Bureau of Publications and Paperwork Management, DGS.

1. Manage the Standard Forms Management Program.
2. Develop and publish design and construction standards (see *Manual M210.4*).
3. Determine reorder levels of all STD forms; levels for forms stocked in DGS Warehouse are established jointly with BPPM. Require review by originating offices well in advance of reorder dates.
4. Provide written authorization for the reproduction of STD forms by any method.
5. Maintain the catalog information in this manual up-to-date.

6. Maintain design, function, reproduction, and use data on all STD forms.
7. Provide consulting services and coordinate among originating offices and major users on the development and revision of STD forms.
8. Prepare camera-ready masters for printing (primarily responsible for technical design and specifications).
9. Audit agency forms for duplicates and near duplicates of STD forms.

C. Bureau of Supplies and Surplus Operations, DGS.

1. Maintain an inventory of warehoused forms according to reorder levels established jointly by BPPM and DGS Warehouse; distribute to using agencies upon request.
 2. Provide BPPM with weekly inventory, monthly transaction, and other data needed by BPPM to properly manage the STD forms program.
 3. Notify BPPM of changes in ordering patterns that might affect reorder levels.
 4. Coordinate with BPPM in determining acceptable units of issue of STD forms.
- 5. Forward estimate sheet for contract purchases for commercial printing and reproduction requests for in-house printing of STD forms to BPPM for approval.
 - 6. Before accepting shipment of printed forms, pull samples from randomly selected cartons for inspection. Furnish BPPM with copies of receiving reports and five or more samples of forms received.

D. Central Services Comptroller. Furnish the Bureau of Supplies and Surplus Operations with unit prices of all STD forms.

E. Correctional Industries. Reproduce and distribute to requesting agencies those STD forms assigned by DGS.

- **F. Office for Information Technology (OIT).**

1. Initiate purchase requisitions for, obtain BPPM approval of, and warehouse STD forms used in centralized systems operated by OIT.
2. Furnish inventory data as required by BPPM.

III. PROCUREMENT. This manual contains a complete list of STD forms and indicates their sources of supply. STD forms are not to be printed or reproduced without prior authorization of BPPM.

Management officers should attempt to ensure that quantities of STD forms ordered do not exceed six months' usage, allowing sufficient lead time for actual receipt of an order.

- **A. STD Forms Stocked by the DGS Warehouse.** Forms identified with a "W" AND "W(OD)" are available through the *General Services Commodity Distribution Center Catalog, Manual M610.1*.

STD forms can be ordered from the DGS Commodity Distribution Center by one of the following methods:

ICS Automated Purchasing Subsystem. Agencies authorized by the DGS must place orders by using screen GSE300 of the ICS Automated Purchasing Subsystem; OR

Form STD-174, Supplies and Forms Encumbrance. Agencies not using the ICS subsystem are to prepare Form STD-174 (and Form STD-174A, Continuation Sheet, if needed) to order commodities from the Commodity Distribution Center. **Agencies will be assessed a charge of \$4.00 for each SE order processed by the Commodity Division.** Forward completed Forms STD-174 to the:

Commodity Accounting Section
Bureau of Supplies and Surplus Operations
Room G-47
22nd & Forster Streets
Harrisburg, PA 17125

B. Centralized Systems STD Forms. All STD forms used in centralized systems are prepared and stocked by OIT and are available in limited quantities. These forms may be obtained by calling 772-8015. ●

IV. STD FORMS LISTING. The following abbreviations are used to show where forms may be obtained:

- B** Content of form is regulated by Budget Office. Ordered from BPPM through an Administrative Circular prior to rebudget.
- BEEO** Bureau of Equal Employment Opportunity, OA, 783-1147. ●
- BFM** Bureau of Financial Management, OB, 783-3073.
- BMC** Bureau of Management Consulting, OA, 787-6303. ●
- BPPM** STD Forms Management, DGS, 787-1015.
- BSE** Bureau of State Employment, OA, 787-5707. ●
- CI** Correctional Industries, 787-7486. Phone for current prices.
- CARO** Commonwealth Agency Recycling Office, DGS, 772-2300.
- HMC** Historical & Museum Commission, 783-9875.
- OIT** Office for Information Technology, OA, 787-5440. ●
- PAY** Payroll Section, OA, 783-8141.
- PEMA** Pa. Emergency Management Agency, 783-8150.
- PERS** Bureau of Personnel, OA, 787-8575.
- REPRO** Bureau of Publications and Paperwork Management, DGS, 787-8884.
- REV** Office of Policy Evaluation and Analysis, Revenue, 787-6300.
- TEL** Telecommunications Division, DGS, 783-1965. ●
- W** DGS Commodity Warehouse, 22nd & Forster, 787-9068. ●

- **NOTE:** Forms Source noted **W(OD)** are lower usage forms available in multiples of 25.

Form No.	Form Title	Source
• STD-2	Overtime Equalization Worksheet	W(OD)
• STD-3	Forms Specifications	W(OD)
• STD-4	EDP Application Inventory	TEL
• STD-5	Sunshine Law Meeting Notice	BMC
STD-7	Composition/Reproduction Request	W
STD-8	Quick Copy Order	W
• STD-9	Vendor Performance Report	W(OD)
STD-10	Sign Production Request	REPRO
STD-15	Organization Element Component Financial Sheet	B
• STD-21	Compliance Review Form	W(OD)
• STD-21B	Compliance Review Form for Grants/County Governments	W(OD)
• STD-21C	Compliance Review – Local Education Agencies	W(OD)
• STD-25	Compliance Review Report	W(OD)
STD-26	Contract Compliance Review for Contractors (Construction and Nonconstruction)	W
• STD-28	Monthly Contract Compliance Report for Construction Contractors	W(OD)
• STD-29	Contractor Input Authorization	W(OD)
STD-37	Program Measures	B
STD-40	Capital Project Financial Statement	B
STD-41	Summary – Bond/State Funds Only	B
STD-43	Statement of Cash Flow	B
• STD-48	Office Copying/Duplicating Equipment Inventory	W(OD)
STD-50	Identification Card	W
• STD-54	Operator's Log	W(OD)
STD-55	Request for Approval of Filing Equipment	W
STD-56	Records Retention Schedule – Addition or Amendment	W
STD-57	Records Inventory and Analysis	W
STD-58	Request for Records Action	W
STD-59	Records Transfer List	W
• STD-60	Evidence of Land Acquisition or Disposition	W(OD)
STD-61	Reference Request (State Records Center)	W
• STD-65	Microfilm Requirement Analysis	HMC
• STD-66	Request to Acquire Microfilm Equipment	HMC
• STD-71	Cross Reference Sheet	W(OD)
• STD-86	Trial Balance of Comptroller's General Ledger	W(OD)
STD-95	Stores Ledger	CI
STD-96	Stock Issued	CI
STD-108	Correction Voucher for Requisitions, Encumbrances or Expenditures to Allotment Ledger	W

Form No.	Form Title	Source	
STD-114	Journal Voucher	BFM	
STD-119	Voucher Transmittal Accounting Sheet	W	
STD-124	Voucher Transmittal Record	W	
STD-125	Voucher Transmittal (pin-feed continuous)	W	
STD-127	Payroll and Deduction Transfer Voucher	OIT	•
STD-129	Appropriation Expenditure Adjustment	W	
STD-130	Advancement and Accounting Voucher Transmittal	W	
STD-131	Recognition of Responsibility Statement for Electronic Approval of Commonwealth Voucher Transmittals	BFM	•
STD-133	Request for Approval of Advancement Account	W	•
STD-142	Affidavit to Procure Salary, Wages or Employe Benefits Due Deceased Employes	W	
STD-152	General Invoice	W	
STD-159	Check Transmittal (pin-feed continuous)	W	
STD-164	ICS Accounting System Batch Control	W	
STD-167	Schedule of Refunds of Expenditures	W	
STD-168	MBE/WBE Contact/Solicitation and Commitment Statement	W(OD)	•
STD-171	Summary of Bids	W	
STD-173	Purchase Requisition	W	
STD-173A	Purchase Requisition Continuation Sheet	W	
STD-174	Supplies and Forms Encumbrance	W	
STD-174A	Supplies and Forms Encumbrance Continuation Sheet	W	
STD-178	Invitation – Bid Proposal	W	
STD-179	Request to Advertise in the State Contracts Information Section of the Pa. Bulletin	W	
STD-181	Agency Purchase Request	W	
STD-182	Field Purchase Order	W	
STD-182A	Field Purchase Order Continuation Sheet	W	
STD-185	Advice of Change	W	
STD-186	Miscellaneous Encumbrance	W(OD)	•
STD-188	Receiving Report	W	
STD-190	Bin Tag	W	
STD-191	Travel Expense Voucher	W	
STD-191A	Travel Advancement Request	W	
STD-192	Hotel Order	W	
STD-193	Transportation Order	W	
STD-196	Direct Payments Notification	W(OD)	•
STD-197	Claim Referral	W(OD)	•
STD-197.1	Revenue Supplemental Referral Data	W(OD)	•
STD-198	Write-Off Request (\$50.00 or less)	W(OD)	•
STD-199	Settlement Memorandum (under \$1,000.00)	W(OD)	•

Form No.	Form Title	Source
• STD-200	Settlement Memorandum (over \$1,000.00)	W(OD)
STD-201	Request for Approval to Purchase Reduced Air Fair Ticket	W
• STD-202	Moving Expenses/Travel Status Qualification	W(OD)
STD-224	Departmental Summary of Requests	B
STD-226	Project Justification	B
STD-234	Annual Budget Request or Estimate	REV
STD-235	Annual Budget Estimate	REV
• STD-242	Request for Approval of Federal Funds	W(OD)
STD-243	Fixed Asset Accounting System Transaction	W
STD-255	Report of Activities (OIG)	W
STD-260	Schedule of Allocations of Appropriations or Executive Authorizations	W
STD-262	Allotment Schedule	W
STD-262.1	Allotment Schedule	W
STD-263	Allocation or Allotment Amendment	W
STD-271	Service Purchase Bid/Contract	W
STD-C271	Service Purchase Bid/Contract (pin-feed continuous)	W
STD-272	Firm Quoted Price Agreement	BPPM
STD-273	Emergency Purchase of Service	W
STD-274	Request for Approval of Out-of-State Travel	W
• STD-275	Signature Authorization	W(OD)
STD-276	Designation of Emergency Interim Successors to State Officers	PEMA
• STD-277	Request for Approval of Moving Expenses	W(OD)
STD-278	Service Purchase Contract	W
STD-279	Out-Service Training Authorization	W
• STD-281	Self-Assessment of Agency Personnel Management Programs	W
• STD-282	CWEP Summary Report	W(OD)
• STD-283	Furlough Placement Questionnaire	W(OD)
• STD-290	Request for Organization Approval	BMC
STD-291	Request for Lease Action and Budget Approval	W
STD-292	Report of Lapse	W
STD-300	Application for Commonwealth Employment	W
• STD-300.1	Supplemental Application for Management Level Positions	BSE
STD-301	Official Personnel Folder	W
• STD-303	Request to Fill Vacancy (DSE and REV only)	W
• STD-304	Certificate of Employment	W(OD)
• STD-305	Training Record	W(OD)
• STD-312	Application Transmittal	BSE
STD-313.1	Requirements for all Former Public Employes and Public Officials under <i>Act 170, Pennsylvania State Ethics Act</i>	PERS
STD-314	Act 170, Financial Disclosure Appeal Form	PERS
• STD-315	Performance Evaluation Report (pin-feed continuous)	OIT

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Form No.	Form Title	Source	
STD-317	Management Performance Evaluation Report	W	
STD-318	Pre-Employment Verification	BSE	•
STD-319	Documentation Audit – Clerical	W	
STD-320	Personnel Transfer/Movement Request	W	
STD-322	Exit Information Summary	W(OD)	•
STD-322.1	Exit Questionnaire	W(OD)	•
STD-323	19__ Code of Conduct, Statement of Financial Interest (prepared annually)	REPRO	
STD-324	Employee Performance Evaluation Report	OIT	•
STD-325	Oral Interview	W(OD)	•
STD-326	Management, Supervisory and Professional & Technical Performance Evaluation Summary Report	OIT	•
STD-328	Leave Adjustment Authorization	OIT	•
STD-329	Leave Payment Authorization	OIT	•
STD-330	Request for Leave	W	
STD-334	Request for Reimbursement of Applicant's Travel Expenses	W(OD)	•
STD-335	Request for Special Extension of Sick Leave	BPPM	
STD-C336	Record of Absence	OIT	
STD-338	Request for Dual Employment	PAY	
STD-344	Employer's Report of Occupational Injury or Disease	W	
STD-354	Financial Institution Deduction Authorization	W	
STD-355	Supplementary Employment Request	W	
STD-356	Supplementary Employment Agency Notification	W(OD)	•
STD-357	Supplementary Employment Request for Review	W(OD)	•
STD-358	Statement of Financial Interest Form Request for Review	W(OD)	•
STD-360B	Personnel Authorization	OIT	•
STD-364	Personnel Authorization Addendum	OIT	•
STD-370	Job Description	W	
STD-374	Request for Approval to Contract for Services	W	
STD-375	Complement Authorization Request	W	
STD-377	Report of Maintenance Charges	BPPM	
STD-399	Earned Income (Wage) Tax Questionnaire	W	
STD-400	Application for Membership – State Employees' Retirement System	W	
STD-402	Nomination of Beneficiaries – State Employees' Retirement System	W	
STD-402.1	Nomination of Beneficiary(ies) (Brief Version)	W	
STD-404	Invoice – State Share of Group Life Insurance Premiums	W	
STD-405	Retirement Deductions Report	W(OD)	•
STD-407	PTAP Authorization for Payroll Deduction	W	•
STD-415	Service and Salary Record	W(OD)	•
STD-417	Adjustment Memorandum from Department of Revenue to Treasury Department	W	
STD-418	Debit Memorandum for Checks Returned by Treasury Department to Revenue Department	W	

Form No.	Form Title	Source
STD-419	Refund of Expenditures	W
STD-420	Transmittal of Revenue	W
STD-C420	Transmittal of Revenue (pin-feed continuous)	W
STD-421	Notification of Member's Change in Status – State Employees'	
•	Retirement System	W(OD)
STD-430	Report of Incident/Accident	W
•	STD-431 Disability Information Request	W(OD)
STD-432	Union Dues Deduction Status	W
STD-439	Request for Salary/Wage Advancement	W
STD-441	Authorization for Direct Deposit of Pay	W
STD-447	Pa. State Employee Family Care Account Program – Enrollment Form	W
STD-448	Pa. State Employee Family Care Account Program – Family Status Change	W
STD-449	Pa. State Employee Family Care Account Program – Reimbursement Claim	W
•	STD-450 Employee's Request for Additional State Income Tax Withholding	W(OD)
•	STD-470C Available Positions Work Sheet	BEE0
•	STD-471 Equal Employment Opportunity Hiring Goals	BEE0
•	STD-472 Action Programs to Implement Goals	BEE0
•	STD-473 Grievance/Complaint Record	BEE0
•	STD-474 Furlough and Reinstatement Report	BEE0
•	STD-475 Targeting and Hiring Report	BEE0
•	STD-476 Tracking Form	BEE0
•	STD-477 Monthly Training Record	BEE0
•	STD-478 Monthly Agencywide Summary	BEE0
•	STD-479 Format for Action Plans	BEE0
•	STD-480 Furlough Impact by Race and Sex	BEE0
•	STD-483 Equal Employment Review Certificate	W(OD)
STD-484	Quarterly Report (COPAAC)	W
•	STD-485 Affirmative Action Recruitment Activity	BEE0
•	STD-486 EEO Discrimination Complaint	W(OD)
•	STD-497 Surplus Property Contract Receipt/Invoice	W
•	STD-498 Asbestos Waste Shipment Record	W
STD-499	Bomb Threat Data	W
STD-500	Agency Waste Paper Pick-up Receipt	CARO
STD-501	Memorandum Blanks (8 1/2 x 11)	W
STD-501A	Memorandum Blanks (8 1/2 x 7)	W
STD-502	Desk Memorandum	W
•	STD-503 Report of Telephone Toll Calls	W(OD)
STD-504	Departmental Correspondence Envelope	W
STD-504C	Departmental Correspondence Envelope (12 x 16)	W
STD-505	Personal – Confidential Envelope	W
•	STD-506 Monthly Express Mail Report	W(OD)

Form No.	Form Title	Source	
STD-507	Rush Label	W	
STD-509	Call Memorandum	W	
STD-510	Internal Stores Requisition	W	
STD-512	Document Shipping Request	W	
STD-513	Report of Telegraph Charges	W(OD)	•
STD-515	Bill of Lading	W	
STD-518	Speed Message	W	
STD-519	Charges to be Deleted from Telephone Bill	W(OD)	•
STD-520	Laundry Report	CI	
STD-521	Publications Authorization and Invoice	W	
STD-522	Request for Telecommunication Service	W	
STD-523	Substitution Charge Out Card	W	
STD-525	Tickler Sheet	W	
STD-526	Special Media Services Order	W	
STD-528	Telephone Line Inventory Change Sheet	W(OD)	•
STD-530	Pennsylvania County Outline Map (22 x 17)	W	
STD-531	Pennsylvania County Outline Map (17 x 11)	W	
STD-532	Pennsylvania County Outline Map (8 1/2 x 11)	W(OD)	•
STD-533	Commonwealth Network Agency Service Request	W(OD)	•
STD-539	Consent Form	W	
STD-540	Request for Temporary Transportation	W	
STD-541	Automobile Accident or Loss Notice (for Commonwealth-owned vehicles)	W	
STD-542	Boiler Room Daily Log	W(OD)	•
STD-543	Institution Utilities Usage (Monthly Report)	W	
STD-544	Coal Sample Data	W(OD)	•
STD-545	Test Label	W(OD)	•
STD-546	Equipment Record	W(OD)	•
STD-549	Work Order	W	
STD-550	Coal Report	W(OD)	•
STD-551	Surplus State Property Report	W	
STD-552	Surplus State Property Identification Tag	W	
STD-553	Coal Weighing Record	W(OD)	•
STD-554	Monthly Automotive Activity Report	W	
STD-554A	Monthly Automotive Activity Report (for agency heads and deputies only)	May be copied locally as needed.	• •
STD-555	Repair Authorization Request	W	
STD-556	Used Car Disposition Report	W(OD)	•
STD-557	Request for Automotive Equipment	W	
STD-558	Questionnaire – Use and Body Requirement	W(OD)	•
STD-559	Coal Delivery Sampling Verification	W(OD)	•

Form No.	Form Title	Source
• STD-560	Work Request (prenumbered)	W
• STD-560A	Work Request (unnumbered)	W
• STD-563	Flow Process Chart	W(OD)
• STD-564	Request for Space Allocation	W(OD)
STD-580	Request to List Publication in the Directory of State Publications	BPPM
STD-581	Pre-Publication Planning	BPPM
• STD-700	Driver's Acknowledgment of Compliance	W(OD)
STD-701	Commercial Motor Vehicle Safety Act, Employment Information (Side 1)	
• & 701A	and Supplementary Information (Side 2)	W(OD)
STD-750	Verification of Administrative Leave	W
• STD-800	County Statistics	W(OD)
• STD-815	Contract Compliance Full Document/On-Site Review Report	BEE0
• STD-902	Control Total Report	W(OD)
• STD-905L	Earnings Statement	OIT
• STD-911	Employer's Return of Tax Withheld	OIT
STD-925	Invoice	W
• STD-928	Declaration of Use of a State-Provided Vehicle	W(OD)
STD-929	Time and Attendance Report (snapset)	W
STD-C929	Time and Attendance Report (pin-feed continuous)	W
STD-932	SERS Employe Share – Manual Payroll Refund Listing	W