

REQUISITION AND DISTRIBUTION SHEET FOR INTERIOR DEPARTMENT PRESS RELEASES

Job Title: _____

Appropriation to be Charged: _____

Initiating Bureau/Office: _____

Special Instructions for Printing, if any: _____

No. of Pages: _____ Print One Side: _____ Both Sides: _____

MAIL DISTRIBUTION INSTRUCTIONS

SEND TO FOLLOWING MAILING LISTS:

- DO (Interior Officials) OTHER: _____
- DOF (Interior Officials Field) _____
- D-14 (special individual addressees) _____
- D-OS (Policy Statements/Speeches) _____

SUPPLY THESE ADVANCE QUANTITIES TO OFFICE OF PUBLIC AFFAIRS NO LATER THAN: _____

For Hand Carry to Press Plus Table Copies: _____

For Special Pickups (commercial etc.): _____

125 (Heiss) 100 (Chittendon) 60 (Hunt) 12 (State) 40 (Sherline) 50 (Chit. Son)

For Congressional Liaison: _____

For Initiating Bureau or Office: _____

Other, if any: _____

For PA/File: ORIGINAL AND 10 COPIES

Date Advances Needed: _____ Date Received: _____

Mail at Once: _____ Hold Mail Until: _____ Date Mailed: _____

AUTHORIZED BY: _____

Grand Total

Postage Charges