



## Stocking Plan for Directives and Forms

1. Originator's Name		2. Originator's Address (If a HQ address, enter your room number and ZIP + 4)	
3a. Originator's Phone	3b. Originator's Fax		
4. Document Number (if assigned)		5. Effective Date	

6. Justification for Stockage

a. Is Document a Standard Supply Item, Not Experimental?  Yes  No

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b. Is Document Used on a Continual Basis?  Yes  No

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c. Is the Document Used Throughout the Postal Service?  Yes  No

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d. Will Centralized Procurement and Stocking of This Document Result in Economy to the Postal Service?  Yes  No

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e. Explain Any "NO" Answer:

7. Intended User (or type of office)

8. Quantity Calculation  
Annual Times Prepared \_\_\_\_\_ x Number of Offices \_\_\_\_\_ = Annual Quantity Required \_\_\_\_\_

9. Preparation Frequency

Annually  Accounting Period  Monthly  Daily  
 Quarterly  Pay Period  Weekly  As Required

10a. Inventory Management Approval	10b. Inventory Management Comments
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