



Materials Library Order Form
 Educational Resources Center (ERC)
 Customer Service: (803) 898-3803 • Fax: (803) 898-3476

Section A: ERC Office Use ONLY

Date
Received

Type: _____

Date
Processed

Category: _____

Intended Use: _____

Section B: Requestor Information (You MUST complete EVERY item.)

Requestor #: 16020 **USE IS RESTRICTED TO LOCAL S.C. MUNICIPAL OR MAGISTRATE COURTS**

Today's Date: _____ Date Needed: _____

When your order is filled (select **one**): Call for pick-up Ship materials

Requestor's Name: _____ Phone: _____

Title: _____

Name of Court & Jurisdiction: _____

Mailing Address (Street addresses ONLY; **NO** P.O. Boxes): _____
Street and Apartment or Suite Number

City State Zip

County: _____ Intended Use: Court Referral to Tobacco Youth Support Program

Section C: Materials Requested

ML#:	Publication's Title:	Quantity:	Status:*
<u>025321</u>	<u>South Carolina Tobacco Quitline Court Appointed Youth Referral Form</u>	_____	_____
	<small>PLEASE SPECIFY # OF PADS UNDER QUANTITY (50 SHEETS PER PAD)</small>		
Instructions:	<u>Please fax this form to (803) 898-3476</u>	_____	_____
	<u>DHEC Materials Library, Columbia, SC</u>	_____	_____
	<u>Please allow 3-5 business days for shipping.</u>	_____	_____

Status:* is filled in by the Supply staff. Status Codes: 4=quantity filled; NA=Not Available; DEL=Deleted Title.

Section D: Supply Use ONLY

Date
Received

Notes: _____

Date
Shipped