D H E C
PROMOTE PROTECT PROSPER
South Carolina Department of Health and Environmental Control

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: _____

Category: _____

Intended Use: _____

Date Processed

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

Requestor #: _____

Today's Date: _____ Date Needed: _____

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

Requestor's Name: _____ Phone: _____

Organization: _____

Occupation: _____

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

_____ _____ _____
City State Zip

County: _____ Intended Use: _____

Section C: Materials Requested

ML#:	Publication's Title:	Quantity:	Status:*

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

Section D: Supply Use ONLY

Notes: _____

Date Received

Date Shipped