

If Emergency Order  
Check

### NORTH CAROLINA DIVISION OF SOCIAL SERVICES

### Monthly Requisition For Forms

County: \_\_\_\_\_ Co. No.: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

Ship to: \_\_\_\_\_ Cour. No.: \_\_\_\_\_

Phone #: \_\_\_\_\_

DIRM Computer Services	
Filled By: _____	Packed By: _____
Date: _____	Date: _____

F/S Use Only	List Form No.'s In Numerical Order	Quantity Ordered

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Distribution Instructions:

3 Copies – Forms & Supplies  
1 Copy – Ordering Office  
See Instructions on Page 2

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Instructions for Completing Form 2141

This form must be used by county departments of Social Services and other agencies to order forms from the State Division of Social Services. Orders will not be filled unless they are submitted on form DSS-2141 (Rev. 07/14).

- 1. County:** Enter the county for which forms are being ordered
- 2. Co. No.:** Insert the code number from the following list that specifically applies to your office:

County Departments of Social Services – Use the usual numbers that are used to identify counties such as Alamance 001, Gaston 036, or Yancey 100.

State Office Staff	-Use number 101
Clerk of Court	-Use number 103
Child Caring Agency	-Use number 103
Richmond/Anson CSE	-Use number 105
WAM CSE	-Use number 106
Albemarle CSE	-Use number 107
Bryson City CSE	-Use number 108
Bertie/Hertford CSE	-Use number 109
New Bern CSE	-Use number 110
Randolph CSE	-Use number 111
Mecklenburg CSE	-Use number 113
Pender CSE	-Use number 114
Franklin CSE	-Use number 115
Warren CSE	-Use number 116
Harnett CSE	-Use number 117
Cumberland CSE	-Use number 118
Union CSE	-Use number 119
Manteo CSE	-Use number 120
Carteret CSE	-Use number 122
Martin CSE	-Use number 123

- 3. Ship to:** enter contact name, office (i.e. Department of Social Services, Child Support Enforcement, Clerk of Court, etc.) and complete address
- 4. Cour. No.:** enter your courier number
- 5. List Form no's in numerical order:** List forms in proper numerical sequence, one form per line.
- 6. Signature:** Enter signature of person ordering forms.
- 7. Counties in group A** submit orders by the 1<sup>st</sup> of the month; counties in group B by the 15<sup>th</sup> of the month.
- 8. Order enough forms to eliminate emergency orders. Suggested quantity: 3 month supply. Please do not over order.**
- 9. Mail to:** DIRM Computer Services, 800 Ruggles Drive, Raleigh, NC 27603
- 10. Fax to:** 919-715-6848