

# DEPARTMENT FOR EDUCATION DISTRIBUTION CENTRE

Address: 7 Bray Avenue, Torrensville S.A. 5031

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Phone: 08 8234 0140

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Website: [www.education.sa.gov.au/sites-and-facilities/distribution-centre](http://www.education.sa.gov.au/sites-and-facilities/distribution-centre)

Email: [educationdistributioncentre@sa.gov.au](mailto:educationdistributioncentre@sa.gov.au)



Government of South Australia

Department for Education

## REQUEST FOR EDUCATION FORMS / ENVELOPES

Site Name:

Address:

Suburb:

Post Code:

\*Round/Drop

Phone No:

Fax No:

Contact Person:

Email:

\*Directorate

\*Acc Code:

7	3	2	7	3
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\* No entry required for School and Preschool Sites

(Only one Account Code per form can be processed)

FORM Nº	DOCUMENT TITLE		UNIT SIZE	Nº OF UNITS	SITE AVAILABILITY					
					EDUCATION CORPORATE	EDUCATION OFFICES	FAMILY DAY CARE OFFICES	GOVT SCHOOLS	GOVT PRESCHOOLS	CATHOLIC & INDEPENDENT SCHLS
ED147	Local Purchase Order	max 1	book				•	•	•	
ED024	Official School Receipt Book	max 10	book				•	•	•	
ED129	Travel Voucher	max 1	book		•	•				
ED668	Preschool Roll Book		each						•	
ED043	Student Record Folder		each				•			•
DC1024	Triset Board		each		Occasional Care Sites Only					
DC1025	Triset Receipts		each							
DC1026	Triset Receipt Summary Sheets		20/pck							
DC1117	Archive Boxes – Type 1 (H)250mm x (W)180mm x (D)400mm		each		\$ 2.20 per box + handling					
DC1118	Archive Boxes – Type 2 (H)260mm x (W)85mm x (D)390mm		each		\$ 2.20 per box + handling					
DC1119	Archive Boxes – Type 10 (H)120mm x (W)440mm x (D)390mm		each		\$ 2.20 per box + handling					
DC1055	Envelopes - DL Plain		box		Envelopes are printed with Education Corporate address details and can only be supplied to corporate sites					
DC1060	Envelopes - DL Window		box							
DC1057	Envelopes - A5 (C5)		box							
DC1056	Envelopes - A4 (C4)		box							
DC1058	Envelopes - A3 (C3)		box							

Authorised Officer:

Date: