



**INSTRUCTIONAL MEMORANDUMS
To County Engineers**

To County Engineers	Date November 2001
From Office of Local Systems	IM No. 1.03
Subject Ordering Forms and Supplies From the Iowa Department of Transportation	

The purpose of this I.M. is to inform the County Engineer of details for ordering forms and supplies from the Iowa Department of Transportation.

Forms and supplies are available from the Iowa Department of Transportation for the following categories:

1. **Forms and supplies listed in the Central Warehouse Supply Catalog.** The counties will be charged for these forms. Orders should be sent to the Central Warehouse, Office Supplies Section to ensure proper billing. Address all correspondence for the orders as follows:

Iowa Department of Transportation
Central Warehouse, Office Supplies Section
800 Lincoln Way
Ames, IA 50010

2. **Forms not listed in the Central Warehouse Supply Catalog.** The county will not be charged for these forms. Orders must be sent to the Office of Local Systems in Ames. Various forms are also available on the Iowa County Engineers Association (ICEA) Service Bureau website at <http://www.iceasb.org/> or on the Iowa DOT website at <http://www.dot.state.ia.us/forms/index.htm>.

3. **Supplies not listed in the Central Warehouse Supply Catalog, but available from the Ames Materials Laboratory, Office of Materials.** Contact the Office of Materials in Ames at 515-239-1484.