

May 9, 2001

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TO: All Department Heads  
RE: Form 034214s (replaces Form 90210)

It has come to my attention that there is currently an availability issue with the replacement (Form 034214s) for Form 90210. In order to facilitate the procurement of additional copies of this form, each Department Head is asked to submit the following:

- Form 98325a  
Applicable Use Report for Interdepartmental Communication Forms.
- Form 2  
Verification of Need for Form 90210
- Form 237e  
Amendment to Form 2 Correcting 90210 to 034214s

Once again, I'd like to remind you to make certain that the *appropriate* member of your Division signs each form. Incorrectly administered forms only cause additional paperwork. For those of you uncertain as to who in your Division would be responsible for signing each particular forms, consult Table 7a on the back of Form 034214s.

I thank you for your time, and add that your compliance will greatly reduce the time needed to bring this issue to a successful conclusion.

Sincerely,

Howard Whiztler  
Associate Procurer  
Department of Telephony and  
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Reminder:  
Save Your Barcodes