PREFACE

The purpose of this manual is to provide state agencies with the policies and procedures to be used in requesting the services of the Forms Management Unit and to insure compliance of the State Forms Management Act (RSMo Sections 37.300 - 37.390).

Depending upon the situation or need, the table of contents identifies the appropriate set of policies and procedures.

While Forms Managements services are available to all agencies within state government, the Act states it is mandatory that all units within the Executive Branch comply. Only the Department of Conservation, the Department of Transportation, the Department of Labor and Industrial Relations, and the University of Missouri are exempt.

Additionally, as stated in RSMo 37.390, any unauthorized purchase or acquisition of forms or equipment may result in the person authorizing such purchase to be personally liable for any debt so incurred. Therefore, the importance of involving the Forms Management Unit in the beginning stages of forms development and in determining the need for printing and copying equipment cannot be overemphasized.

FORM DESIGN STANDARDS FOR STATE OF MISSOURI FORMS

Listed below are the design standards which should be applied to all forms when they are designed as new forms or when they are revised and require a new layout and camera ready copy. This includes forms that are used for in-house as well as those which are sent to other state agencies or outside of state government. It also includes forms designed on word processors, computers and terminals. Regardless of where the forms are printed (in-house printing, copiers, laser printers, State Printing, Department of Corrections or by a vendor) these standards should be applied.

To ensure that the standards are met, the forms analysts should be involved at the earliest stages of form design.

The number assigned to each particular standard corresponds to the attached form and envelopes which shows examples.

1. Form Number   The state form number is printed in the lower left corner of the form; the agency form number (if required) should be printed in the lower right in six point type. When computer programming, lack of space or other valid concerns come up, the form numbers can be located elsewhere on the forms. The state form number needs to be on all sheets of a multi-page form. On a single page printed front and back, the form number needs to be on both sides. On envelopes the number is printed just below the return address. Where the return address is not pre-printed, the form number goes above the address block (see sample). On computer generated forms a number is assigned and applied only to those electronic forms which could be generated as a hard copy. The only time an "N" will be added to the end of the MO number is when the electronic form is designed to be filled in by agencies using an electronic fill package. [i.e. MO 300-0039N (10-00)]

2. Dates   Revision dates are placed on all forms immediately after the state form number as follows: (10-00). This is the date the form was typeset as a new or revised form.

3. State Seal   This should appear on all forms going to the public or other state agencies. If necessary, Forms Management will provide an original seal of which you can make copies. Location of the seal should be in the upper left corner and flush left at the margin. The use of agency seals will be discussed as the need arises.

4. Form Title And Department/Division/ Section Location   The agency name and form title should be two to four lines in all caps and placed next to the State Seal or flush left at the margin if no seal is required. As per the sample shows, the agency name should be 9 point medium type and the title should be 11 point bold. The typestyle used throughout the form should be Helvetica, Universe or equivalent. Where there are computer limitations, please adhere to the sizes and typestyles as close as possible.

(NOTE: The seal and the title are positioned in the upper left corner because this is the point at which the eye begins to read. Also, the space to the right of the title can be more wisely utilized when necessary.)

5. Box Design

The box design arrangement is the most efficient design for variable data entry and therefore should be used. Its use allows information to be organized in horizontal sequence, utilizing the maximum available space for entries, and emphasized the information entered on the form. It also allows maximum visibility of the captions to the typist, reduces the number of tab settings and stops, and increases the overall space available for data by an average of 25% on the form. The captions should be in 6 point type in the upper left corner of each box. The lines bordering the form should be 1/2 point and for printing purposes there should be a 3/8" space at the top or bottom and 2/6" on the side margins.

6. Column Headings

These should be in all caps and centered right and left as well as up and down.

7. Ballot Boxes

Another standard feature of the boxed style design is the use of the ballot box. This labor and time savings feature should be used when the information requested can be answered with one word. It precedes the answer and should be aligned with other ballot boxes whenever possible, for ease of entry. When using ballot boxes, it is also advisable to allow enough space between boxes and other printed copy for accommodating registration from copy to copy on multiple part forms and typewriter misalignments.

8. Spacing

Spacing must be compatible with the method of forms completion (i.e. filled out by hand, by typewriter, by computer and other business machines). 3/5 spacing (3 vertical lines per inch and 5 horizontal characters per inch) is a good all purpose spacing for most situations.

If a typewriter is used for completing the form, allow for misalignment of the form by providing one extra space at the beginning and at the end of each line (boxed entry).

(Definition of "Character")
Each letter is counted as one character. Each space, dash or other punctuation is counted as one character. Each vertical rule (or line) is counted as one character.

9. Vertical & Horizontal

These are to be used when critical areas of a columnar form need to be identified. Screens should not be used on relatively low volume forms of 1,000 or less annual usage.

10. No Underlining

Type should be put in bold face or italics for emphasis.

11. Instructions

When possible, all instructions should be printed at the top of the form immediately below the title with the appropriate label "Instructions". When the instructions require more space than this, use back printing of the form or a separate page.

Section completion instructions should be as brief as possible, but leave no doubt about what is to be done and by whom. If a lengthy explanation is necessary, instructions such as "SECTION FOUR: See instructions for this section on page two" can be used. Avoid the use of technical "jargon" or slang words.

12. Distribution

Form parts distribution information is normally centered in a single line at the bottom of the form (on the same line as the form number). Print all distribution points on every copy of padded sheet fed forms printed in-house. This will avoid the added expense of separate plates and set up time for each copy. Different destinations can be printed on individual copies of unit sets and snap-out type forms, as vendors usually allow "marginal printed" words at no additional charge. The standard color sequence for multiple part forms is white and canary for a 2 part; white, canary and pink for a 3 part; and white, canary, pink and goldenrod for a 4 part.

13. Personalization

We encourage agencies to avoid printing names of individuals on forms. Print the names of departments and divisions, or titles, not people. No sooner will you succumb to the temptation when Mr. Smith will be transferred and you will be left with 10,000 newly printed but unusable forms.

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
EDUCATIONAL PREAPPROVAL/REIMBURSEMENT

A. EDUCATIONAL PREAPPROVAL
(Complete prior to course enrollment)

Approved (Initial)

TO: _____ (DIRECTOR) _____

THROUGH: _____ (ASSISTANT DIRECTOR) _____

THROUGH: _____ (SUPERVISOR) _____

FROM: _____ (EMPLOYEE)

TODAY'S DATE: _____ (DATE)

EDUCATIONAL INSTITUTION: _____

Accredited: ☐ Yes ☐ No

Course(s) taken at management's request:
(Check one) ☐ Yes ☐ No

B. EDUCATIONAL REIMBURSEMENT
(Complete upon completion of course(s))

TOTAL AMOUNT DUE: _____ (AMOUNT)

DATE: _____ (CURRENT DATE)

APPROVAL SIGNATURES: _____ (SUPERVISOR)

_____ (ASSISTANT DIRECTOR)

_____

ACCOUNT DISTRIBUTION:

AGENCY	ORG.	APPR.	OBJ.	SUB. OBJ.	FUND	AMOUNT

C. REQUESTED BY

EMPLOYEE SIGNATURE (ORIGINAL SIGNATURE REQUIRED)

TITLE	WORK UNIT

TO TAKE COURSEWORK ENTITLED (Complete Columns D-G for Preapproval) (Complete Columns H, I & J for Reimbursement)

(D) COURSEWORK	(E) CREDIT HOURS	(F) COST PER CREDIT HR.	(G) DATE OF COURSE	(H) GRADE RECEIVED (Attach Report)	(I) REIM. DUE (Attach Receipt)

J. MISCELLANEOUS FEES DETAIL:

FEE DESCRIPTION	AMOUNT	MISCELLANEOUS FEES TOTAL* From Column J. Miscellaneous Fees Detail	
		TOTALS	$
TOTAL*			

K. PREAPPROVAL

DIRECTOR'S SIGNATURE (ORIGINAL SIGNATURE REQUIRED)	DATE

INSTRUCTIONS:

Prior to enrolling for courses, employee fills out Sections A & C thru G and submits to Division Director to obtain approval. After approval employee forwards Goldenrod copy to Fiscal Officer so funds can be committed.

Upon course completion, employee fills out Sections B, H, I & J, (shaded area) attaches receipts for tuition, course related fees (books not included) and a grade report. Submit attachments along with White and Green copies to Fiscal Officer for reimbursement. Employee keeps Canary copy and forwards Pink copy to the Personnel Officer for his/her personnel file.

Courses should be related to the employee's career development.

No reimbursement is provided for employee-initiated courses in non-accredited institutions or for courses not completed with satisfactory grade averages.

Reimbursement percentages listed in the Office of Administration's B-16 policy shall apply to the out-of-pocket expenditures by the employee for tuition and course related fees, provided that the maximum tuition fee per credit hour for undergraduate or graduate courses shall be limited to the highest respective prevailing per credit hour tuition charged by a Missouri public state college or university as promulgated by Office of Administration.

No reimbursement shall be provided for employees who have ceased active employment with the Office of Administration, although the Commissioner may authorize reimbursement if unusual circumstances warrant this action.

MO 300-1283 (3-99)

DISTRIBUTION: WHITE - FISCAL OFFICER; **GREEN** - FISCAL OFFICER; **CANARY** - EMPLOYEE
PINK - EMPLOYEE'S PERSONNEL FILE; **GOLDENROD** - FISCAL OFFICER

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF GENERAL SERVICES/FORMS MANAGEMENT
2725 MERCHANTS DRIVE
JEFFERSON CITY MO 65102

MO 300-1032 (6-96)

ENVELOPE SPECIFICATIONS

Envelopes play a very important part in the transaction of state business. At the design stage of any form, consideration should be given about which envelope will be used. Because of the large number of different envelopes being used and the need to ensure proper usage with forms, Forms Management requires that all envelope requests be reviewed by them prior to printing. Listed below are important guidelines to use regarding envelopes:

1. U.S. Postal Regulations

With the advent of OCR reading equipment in the St. Louis, Kansas City and Columbia Regional Post Offices, Forms Management is taking steps to move all printing out of the OCR read area on envelopes.

In concurrence with postal regulations, we are revising envelopes, as they come through for printing, to comply with the standards set concerning the OCR read area. The clear areas are considered to be 1" from the left and right edges, 5/8" from the bottom edge, and the OCR read area below the delivery address line. Therefore, we are relocating form numbers or anything falling within this area in order to conform. The users of envelopes will be contacted before any changes are made.

2. Assigning Form Numbers To Envelopes

Recently, our research has shown that several non-standard envelope sizes are being ordered, some of which have windows that use various non-standard positions and sizes. We've also found that many times economic reorder quantities are not being used. Additionally, agencies and print shops are getting formats confused because there is no easy identification number. Therefore, we are now printing the assigned form numbers directly onto the envelopes (See sample). This will not only benefit you in identifying envelopes more clearly, but will also help us considerably in our research of the more than 800 State envelopes that have a combined annual usage of over 51,000,000.

Agency form numbers will continue to be applied along with the State number if the agency so requests. Any exceptions to not applying the State form number will be reviewed by Forms Management.

3. Typesetting And Printing Of Envelopes

As with forms, all requests for new or revised envelopes will be routed to Forms Management for analysis and review. All typesetting will be completed by State Printing. Proofs will be sent to the agencies for approval or revisions. Agencies currently typesetting their own envelopes will continue to do so and route through Forms Management prior to printing or sending to DOC.

Presently, all envelopes except those to be printed by a vendor are printed by the Department of Corrections Vocational Enterprises. MVE will accept a standard State Printing Requisition (MO 300-0298) as well as any agency requisition. Upon approval of the envelope by the agency, Forms Management will send the requisition and camera ready copy (if needed) to Missouri Vocational Enterprises.

When envelopes need to be printed by a vendor the Local Purchase order (MO 300-1495) or Request for Quotation (MO 300-1229) should be used depending on the estimated cost. Forms Management will release camera ready copy to the vendor which is awarded the bid.