

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #50

SUBJECT: FORMS MANAGEMENT

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: NOVEMBER 28, 1988; AMENDED JANUARY 3, 1989;
 REVISED MARCH 1, 1990; REVISED FEBRUARY 15,
 1991; REVISED SEPTEMBER 9, 1991

REVISED DATE: MARCH 9, 1992

In conjunction with the revised PPM on postage, Forms C-3 (OSP Stamp Inventory) and C-5 (OSP Daily Postage Used Log) have been updated and revised. Please insert the attached sheet (page 2) in your current Forms Management PPM to reflect this revision.

These forms are to be replaced in the District Managers' forms book for distribution.

ASSISTANT SECRETARY

This is revision No. 5 of this PPM with an original effective date of November 28, 1988.

IMPORTANT:

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

THUS DONE AND SIGNED, at Baton Rouge, Louisiana, on September 18, 2025 with the understanding and acknowledgment that this PPM has been effective in its current version since March 9, 1992. By my signature below, this PPM shall remain in effect and active unless otherwise amended, replaced, or terminated by myself or my supervisor, designee, or successor.



H. Brandon Burris
Assistant Secretary

POLICY AND PROCEDURE MEMORANDUM NO. 50

SUBJECT: Forms Management

TO: All Policy and Procedure Memorandum Holders

DATE: March 1, 1990

POLICY: All internal forms used by the Office of State Parks will be distributed by the Administrative Office, District Managers, or offices identified in the procedure.

PROCEDURE: Attached is a Forms Recap Sheet listing all forms by name, number, and function which are used by the Office of State Parks. Each District Manager is furnished a copy of each form and a form recap sheet. On a yearly basis replacement forms will be requested. No more than a year's supply shall be requested.

All forms listed on the Forms Recap Sheet have been divided into sections according to type of form and how form is supplied. These forms are to be filled out and attached to a Request for Purchase form.

The following procedure will be used:

- A. Forms listed in Section I. A.-C. And II. will be requisitioned by the District Manager from the Administrative Office on a yearly basis (approximately at the same time as yearly supply requisition). An estimated yearly usage figure is listed by each form to be used as a guide for quantity required.
- B. Forms requested from offices outside the system (Sections III., IV., V.).
- C. Forms listed in Section VI. are to be requisitioned and filled by the District Manager. These single forms are used only by a few parks or used a few times in the year.
- D. Forms listed in Sections VII., VIII., and IX. will be sent to the field units when the forms are to be used or as an administrative office form.

**OFFICE OF STATE PARKS
FORMS RECAP SHEET**

A. PURCHASING AND FISCAL CONTROL

(See Policy & Procedure Memorandum Nos. 2, 15, 21, 35, 36, 39, 47)

- A-1 Request for Purchase
- A-2
- A-3 Internal Purchase Order
- A-4 Request for Prices
- A-5 Summary Quotation Sheet
- A-6 Object Code Adjustment Form
- A-7 Budget Requested/Appropriated/Expenditure 2332, 2334 Form
- A-8 Budget Requested/Appropriated/Expenditure Form
- A-9 Supply Inventory Worksheet
- A-10 Object Code Balance Form
- A-11 Petty Cash Expenditure Summary
- A-12 Petty Cash Receipt
- A-13 OSP - Project Control (Fiscal) C.O./M.R.
- A-14 OSP - C.O./M.R. Contingency Report
- A-15 Wage Budget & Projection Worksheet
- A-16 Wage Pay Period Verification Form
- A-17 Wage Pay Period Recap
- A-18 Quarterly Wage Recap
- A-19 Wage Adjustment Form
- A-20 Wage Cutoff Dates
- A-21 Authorized Dealer Certification
- A-22
- A-23 Form A Approval Form
- A-24 Form B Approval Form

B. BACK COUNTRY CAMPING AND TRAIL USE

(See Policy & Procedure Memorandum No. 5)

- B-1 Backcountry Use Permit - Regulations for backcountry camping in Chicot State Park

C. REVENUE COLLECTION

(See Policy & Procedure Memorandum Nos. 6, 37, 43, 44)

- C-1 OSP Weekly Report of Sales Golden Pelican and Annual Permits
- C-2 District Attorney - NSF Check Memo
- C-3 OSP Stamp Inventory (Rev. 3/92)
- C-4 Refund Request
- C-5 OSP Daily Postage Used Log (Rev. 3/92)
- C-6 Visitor - NSF Check Memorandum
- C-7 OSP Weekly Advance Refund Recap Continuation Sheet
- C-8 OSP Weekly Advance and Refund Recap
- C-9A Revenue and Visitation Report - Day Use and Overnight Use
- C-9B Revenue and Visitation Report - Day Use
- C-10 Revenue Discrepancy Report (A.O. Form)
- C-11 Shift Report
- C-12 Master Charge/Visa Recap
- C-13 Self-Service Pay Station Recap
- C-14 Revenue Ticket Inventory Update or Usage Report
- C-15 Manager Void Slip
- C-16 Reservation Changes Form
- C-17 Annual Permits

D. INCIDENT REPORT, VANDALIST REPORT AND COLLECTION REPORT

(See Policy & Procedure Memorandum Nos. 8, 30)

- D-1 Incident Report
- D-2 Vandalism Report
- D-3 Collection Damage Report

E. MERCHANDISE FOR RESALE

(See Policy & Procedure Memorandum No. 9)

- E-1 Merchandise for Resale Inventory
- E-2 Merchandise for Resale Purchasing Schedule

F. PERSONNEL, INSURANCE AND CREDIT UNION

(See Policy & Procedure Memorandum Nos. 11, 18, 20, 22, 26, 35, 38)

- F-1 Personnel Data and/or Change Form
- F-2 Employment Eligibility Verification
- F-3 Prior State Service
- F-4 Request To Fill Vacant Position
- F-5 Appointment Affidavits
- F-6 Orientation Checklist for New Employees
- F-7 Statement of Agreement/Overtime or Compensatory Work
- F-8 Report of Overtime or Compensatory Time Earned
- F-9 Intention to Employ, Department of Labor
- F-10 Employer's Report of Occupational Injury or Disease
- F-11
- F-12 Authorization for Initial Medical Treatment
- F-13 State Employees Group Benefits Program Claim Form
- F-14 State Pre-Employment Application
- F-15 Employee's Withholding Allowance Certificate, W-4
- F-16 Employee's Withholding Exemption Certificate, L-4
- F-17 Application for Leave
- F-18 Resignation and Exit-Interview Report
- F-19 Member Registration (Louisiana State Employees' Retirement System)
- F-20 Refund of Accumulated Contributions (Louisiana State Employees' Retirement System)
- F-21 Change of Beneficiary (Louisiana State Employees' Retirement System)
- F-22 Position Description - Department of Civil Service
- F-23 Statement of Pharmaceutical Charges - State of Louisiana, Group Health Program
- F-24 Insurance Premium Deduction Authorization - From Retirement Check
- F-25 Statement of Health
- **F-26 Payroll Deduction Authorization - La Cap Federal Credit Union
- **F-27 Enrollment Application - La Cap Federal Credit Union
- **F-28 Personal and Credit Information - La Cap Federal Credit Union
- F-29 Monthly Summary of Work Injuries
- F-30 State Employees Group Benefits Plan Enrollment Document
- F-31 State Employees Group Benefits Plan Change Document
- F-32 State Employees Group Benefits Plan Continuation Document
- F-33 La. State Employees' Retirement System - Application for Disability Retirement
- F-34 La. State Employees' Retirement System - Application for Retirement
- F-35 La. State Employees' Retirement System - Application for Survivor's Benefits
- F-36 OSP Pre-Existing Condition E-2

G. TRAVEL

(See Policy & Procedure Memorandum No. 13)

- G-1 Travel Authorization
- G-2 Travel Expense Account

H. VISITATION RECORDS

- H-1 Day Use Report
- H-2 Overnight Use Report

I. PROPERTY CONTROL

(See Policy & Procedure Memorandum No. 31)

- I-1 Park Inventory Forms A-D
- I-2 State Property Transaction BF-11
- I-3 Condition Report for Motor Equipment
- I-4 Items to be Taken Off Computer List
- I-5 Items on Park But Not Listed on Printout
- I-6 Certification of Inventory

J. MISCELLANEOUS FORMS

(See Policy & Procedure Memorandum Nos. 32, 33, 41, 48, 49)

- J-1 Monthly Brochure Inventory (Administrative Office Form)
- J-2 Monthly Brochure Disbursement
- J-3 Dress and Uniform Policy
- J-4 Daily Report on Long Distance Telephone Calls
- J-5 Uniform Request Form
- J-6 Uniform Return Form
- J-7 Pool Equipment Request Form
- J-8 Pool Equipment Distribution Form
- J-9 State Parks Pool Form
- J-10 Application and Policy for Fishing Guide Service - OSP
- J-11 Sewage Report A-F
- J-12 Authorization for First Aid and Medical Treatment
- J-13 Pine Beetle Survey
- J-14 Pine Beetle Agreement
- J-15 Facility Use Agreement (Administrative Office Form)

K. MUSEUM CURATION

(See Policy & Procedure Memorandum No. 28)

- K-1 Policy of Accession
- K-2 Permanent Acquisition Form
- K-3 Loan Receipt Form
- K-4 Act of Donation

M. VEHICLE FORMS

(See Policy & Procedure Memorandum Nos. 30, 34, 40)

- M-1 Service Record (Lawn Mower, Chainsaw, Mower)
- M-2 Motor Vehicle Record - Uninsurable Operator)
- M-3 Vehicle Authorization Form-Driver Record
- M-4 Request for Personal Assignment and/or Home Storage of State Owned Vehicles (Administrative Office Forms)
- M-5 Daily Vehicle Log
- M-6 DAMV-4 - Preventive Maintenance Record
- M-7 DA 424 - Vehicle Checklist
- M-8 Auto Accident Report Package
- M-9 Monthly Gasoline Report - Bulk Fuel

- M-10 Insurance Claim Disposition
- M-11 Vehicle Management and Use Form
- M-12 Vehicle Management and Use Form - Recap

N. LAW ENFORCEMENT

(See Policy & Procedure Memorandum Nos. 19, 27)

- N-1 Law Enforcement Personnel Check List
- N-2 Condition of Employment Statement/OSP Law Enforcement
- N-3 OSP Historic Weapons Officer Certification Record
- N-4 OSP Weapons Supervisor Certification Record
- N-5 OSP Park Demonstration
- N-6 OSP Living History Unit Agreement
- N-7 OSP Living Historian Agreement Form
- N-8 Law Enforcement - Randy
- N-9 Law Enforcement - Personnel
- N-10 Law Enforcement Transmittal Form
- N-11 LE-1 OSP Law Enforcement Training and Service Record
- N-12 LE-2 OSP State Park Warden Appointment Slip
- N-13 LE-3 OSP Authorization for Internal Promotion - Law Enforcement
- N-14 Physical Examination Form

O. Miscellaneous Printed Forms

- Cabin - Camper Cash Receipt Journal
- Camping Permits
- Entrance Cash Receipts Journal
- Entrance Permits
- Citation Books
- Self-service Envelopes
- VISA/Master Card Charge Slips
- VISA/Master Card Credit Slips

*U.S. Post Office **LA CAP Credit Union ***Veteran Parish Office

NOTE: PAGES 5 THROUGH 9 MAY BE OBTAINED FROM CENTRAL OFFICE.