

# Design Standards Letter

**Letter Number: G-1962-14**

**Letter Date: 06/07/1962**

**Effective Date: 06/07/1962**

**Section/Plan No.: None**

**Subject: Requisition Forms Microfilm Prints**

## Body

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ALL DIVISION , DISTRICT AND URBAN ENGINEERS:

Attached, we are furnishing you with a supply of Surveys and Plans Form No. 92 to be used in requisitioning microfilm prints.

The sheet number to be shown in the left-hand column of this form will be taken from the aperture cards and the information to be shown in the column under "Description" can be abbreviated such as PP for Plan and Profile sheets, Sp. Sh. for Special Sheets, Std. Sh. for Standard Sheets, etc.

When requests are received from individuals for print of plans, the District should determine exactly the sheet numbers of the plans desired and, if possible, show the cards in their viewer to the person making the quest for verification of their order.

The District should fill out the requisition complete, including the cost of \$01.50 per sheet. The filled-out form should be given to the person with instructions to mail it direct to this office with check or money order made payable to the Collector of Revenue, credit State Highway Department Fund.

When requisitioning prints for departmental use, the unit price and amount columns are to be left blank.

R. N. Hunter  
Engineer of Surveys and Plans