

Supply Requisition Order Form

AARP Driver Safety Program

Please complete the following section:

FIRST NAME	LAST NAME	
VOLUNTEER ID#	TITLE	
ADDRESS	CITY, STATE, ZIP	
TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS	
DATE REQUESTED	DATE NEEDED	BUSINESS ID

33520000

Please allow up to 21 business days for delivery

Detailed Instructions are listed on the back of this form

Stock #	Quantity	Description
D 14295		Application - Instructor
D 14296		Application - Leadership
E269		Award Certificate
C 1419		Banner - 5' Vinyl w/tube
D 15249		Banner - Paper (24" x 8")
B1108		Blue Course 9x12 BRE Envelope
D934		Briefing Paper (2 Pages)
C 192		Brochure - AARP Membership
D740		Brochure - Host
D 17286		Brochure - Participant
D 14958		Brochure - Volunteers
C 1963		Brochure Holder
D 13164		California Evaluation Form
D 19301		Certificates - General (pkg. 5)
D 14349		Certificates - General (pkg. 25)
D 19303		Certificates - California (pkg. 5)
E296		Certificates - California (pkg. 25)
D 19304		Certificates - Washington (pkg. 5)
D 15047		Certificates - Washington (pkg. 25)
E343		Chief Trainer/Trainer Order Form
D 15203		Class Sign
C2209		Course DVD
E290		Course - Evaluation Form
D 19300		Course - Name Tent Reg. Card (pkg. 5)
D 12100		Course - Name Tent Reg. Card (pkg. 25)
C2207		Course - Order Form
D 18368		Course - Participant Workbook

Stock #	Quantity	Description
D0760		Course - Pre-registration Form
C2190		Course - Video
D 16746		Course Tuition Expense Report
D 14294		Description - Instructor
D 15616		DSP Appreciation Cards (pkg. 25)
C2570		DSP Event Bookmark
D 12607		DSP Fact Sheet
D 19242		Intro Guide to DSP
D 13875		Label Replenishment Card
D 19296		Leadership, Training, & Policy Guide
E295		NY DMV Point/Insurance Brochure
D 19302		NY Course Receipts (pkg. 5)
C2162		NY Course Receipt (pkg. 35)
E283		Personnel Form
D 17174		Printer-Friendly Poster
D 19297		Promotions & Marketing Guide
D 18777		Spanish Materials Order Form
D 13600		Standard Activity Expense Statement
D817		Student Completion Record (pkg. 25)
E344		Supply Requisition Order Form
D 19298		Telephone Coordinator Guide
D 17567		Telephone Coordinator Log
C2511		Tell-A-Friend Cards (pkg. 25)
D 13940		Video Promo VHS
C 1832		Volunteer Recruitment Poster



AARP Driver Safety Program Supply Requisition Order Form Instructions:

This form shows AARP Driver Safety Program materials available for ordering through the AARP Fulfillment Center. If an item is not listed on this form, it is either a restricted item (separate order forms exist for these items) or it is not a current Driver Safety Program product.

Instructions:

- Fill out one order form per recipient address.
- Provide a complete street address. Do not use P.O. boxes.
- Indicate the total quantity for each item ordered.*
- Please allow up to 21 business days for delivery regardless of the ordering method used.

Once the form is completed, you can:

- Call in your order through the toll-free number at **1-800-569-1658**
- Mail the form to:

AARP Driver Safety Program
P.O. Box 93114
Long Beach, CA 90809-3114

*Note: In some instances, items are only available in an electronic copy off the VolunteerNet website (www.aarpvolunteers.com).

Ordering Reminders and Problems Once You Have Submitted It:

Unless otherwise indicated, items should be ordered as singles. If an item is listed as coming in a pack, they **cannot** be broken to fulfill an order.

Check your order upon receipt to ensure your order is accurate and complete.

What happens when my request is not available or on back order?

Back orders can be caused by two different things: we have not finished printing the item, or we have run out of the item. If you need the item immediately and the item is backordered, check locally to see if another volunteer has what you need. Additionally, some items are posted on VolunteerNet (www.aarpvolunteers.com) for you to download.

When you receive a back order notice, do not resubmit your order. Your order will be fulfilled once the product is back in stock.

What should I do if I have not received my order or need it right away?

Contact the AARP Fulfillment Center immediately (**1-800-569-1658**) and give them your order, so they can research the order status.

Rush orders should be avoided, as they have a high shipment cost associated with them. Please plan ahead and remember to allow at least 21 business days for the delivery of your order.

What do I do if the shipment received has errors in it (such as wrong item, wrong quantity, etc.)?

Contact the AARP Fulfillment Center immediately using DSP's 800 number (**1-800-569-1658**).