COLORADO DEPARTMENT OF TRANSPORTATION

FORM REQUEST/ANALYSIS SHEET

Instructions: When revising an existing form or creating a new form, complete section 1 and submit with a draft of the form to the Forms Management Unit.

Section 1 (completed by form originator)

Form title			Form #
Date	Originator's/contact person's name		
Originating office		Phone #	Where stocked ❑ Originator ❑ Bid Plans
Completion method ❑ typed ❑ computer ❑ handwritten ❑ other:		Used ❑ In one office only ❑ In more than one office ❑ Outside the Department	

Explain in detailed non-technical terms, the **purpose** of the form. Include who will complete the form; who will use the information collected on the form.	Form distribution
	1.
	2.
	3.
	4.
	5.
	6.

Section 2 - Form Analysis (completed by Forms Management)

Interview

Originator notified:

❑ Design standards apply to all CDOT Forms including hard copy and electronic versions.

❑ Originator is responsibile for insuring all versions of revised forms (hardcopy and electronic) are updated.

❑ All electronic forms must include text protection.

Printing information

Paper color	Ink color(s)	Finish paper size ❑ 8½x11 ❑	❑ One side ❑ Front & back
Carbonless ❑ White/canary ❑ White/canary/pink/gold	❑ White/canary/pink ❑ White/green/canary/pink/gold	❑ other:	❑ Sheets per pad: ❑ Sets per pad:
Printing authorization ❑ In house ❑ Outside vendor ❑ Copier (annual usage less than 100)			Other

Date	Amount	Ordered by	Numbered form/from___to___	Notes (record revision & supersession comments)