



## Memorandum

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#10-125

TO: WIC Regional Directors  
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

DATE: September 10, 2010

SUBJECT: *Texas WIC Materials Order Form* updated

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Hilda Tijerina, WIC Publications Coordinator, has been transferred to the Publishing, Promotion and Media Services Branch of the Nutrition Education/Clinic Services Unit. She will retain the same telephone number, (512-341-4522) but will be seated in Building 2 at Howard Lane and will have a different fax number. *The Texas WIC Materials Order Form* has been updated to reflect these changes. Please use the attached updated form when ordering and faxing your orders in.

Thank you for your help.

# Texas WIC Materials Order Form

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Local Agency:** \_\_\_\_\_ **WCLA #:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Mail Materials To:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**Please fax or mail your WIC order form to:**

Texas Department of State Health Services  
 Publications Coordinator  
 Nutrition Services Section — WIC MC 4554  
 P.O. Box 149347  
 Austin, TX 78714-9347

**Fax:** (512) 341-4406  
**Alternate Fax:** (512) 341-4422

**Website to obtain copy of form:**

[www.dshs.state.tx.us/wichd/WICCatalog/MaterialsOrderForm.pdf](http://www.dshs.state.tx.us/wichd/WICCatalog/MaterialsOrderForm.pdf)

CLICK TO PRINT FORM

CLICK TO CLEAR FORM

**WAREHOUSE USE ONLY:**

**Invoice No.:** \_\_\_\_\_

**Date Filled:** \_\_\_\_\_

**Filled by:** \_\_\_\_\_

In order to assist us in providing more efficient service, please allow a maximum of 14 working days to receive your order. Also, please order a 3–6 months' supply, if storage permits. Direct any questions, concerns, or compliments to the publication coordinator at (512) 341-4522.

	Item Title/Description (Please print.)	Stock No.	Language	Quantity
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**Date:** \_\_\_\_\_

Make copies of this form to order materials from the WIC program warehouse.  
 KEEP A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS.

Out-of-state requests will only receive one copy.

Rev. 09/10



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