

## Procedures for Ordering Forms PHS-1345 and PHS-31

Form **PHS-1345, “Request and Authority for Leave of Absence,”** (a multicarbon form) and form **PHS-31, “Officers’ Leave Record,”** (printed on card stock) are **not** available on the Division of Commissioned Personnel’s Web site—<http://dcp.psc.gov>. Leave Maintenance Clerks can order these forms—at no cost—as outlined below:

- (1) Go to Web site—<http://propshop.psc.gov>
- (2) Click ‘Forms & Pubs’
- (3) Category – Click ‘Forms’
- (4) Description – Leave blank
- (5) Product ID – Type in *either* of the following:  
PHS (*leave a space here*) 1345  
PHS (*leave a space here*) 31
- (6) Click ‘Search’
- (7) Follow the prompts to place your order.