



# Iowa Department of Human Services

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## GENERAL LETTER NO. 24-B-AP-10

ISSUED BY: Bureau of Purchasing, Payments, Receipts and Payroll  
Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter B, **GENERAL SERVICES APPENDIX**, Contents (page 1), revised; page 3, revised; and form 470-2735, *SpeeDee Multiple Shipment Pickup Manifest*, renamed and revised.

### Summary

Chapter 24-B-Appendix is revised to:

- ◆ Change the name of form 470-2735 from *Courier Manifest* to *SpeeDee Multiple Shipment Pickup Manifest* in Management Manual 24-B-Appendix.
- ◆ Change the name of form 470-2735 from *Priority Express Multiple Shipment Pickup Manifest* to *SpeeDee Multiple Shipment Pickup Manifest*.
- ◆ Remove the route number, driver's name, and the Clarinda and Mt. Pleasant locations from form 470-2735.

### Effective Date

Upon receipt.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 24, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 16, 2007
470-2735	5/03
3	January 6, 2006

### Additional Information

Refer questions about this general letter to your income maintenance administrator, service area manager, or your regional collections administrator.

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How To Handle Suspicious Mail (Letters and Packages), Form Comm. 247 .....	2
Speedee Multiple Shipment Pickup Manifest, Form 470-2735 .....	3
Printing Request, Form 470-0975 .....	4
Your DHS Mail Guide, Comm. 246 .....	5



## Speedee Multiple Shipment Pickup Manifest Hoover Mail Center

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

### Child Support Recovery Offices

Location	BAGS	BOXES	Location	BAGS	BOXES	Location	BAGS	BOXES
Burlington			Carroll			Clinton		
Council Bluffs			Creston			Davenport		
Decorah			Des Moines North			Dubuque		
Fort Dodge			Grimes			Indianola		
Marshalltown			Mason City			Ottumwa		
Pleasant Hill			Sioux City			Spencer		
Waterloo								

### Human Services County Offices

Location	BAGS	BOXES	Location	BAGS	BOXES	Location	BAGS	BOXES
Benton-06 Vinton			Black Hawk-07 Waterloo			Buchanan-10 Independence		
Buena Vista-11 Storm Lake			Butler-12 Allison			Carroll-14 Carroll		
Cass-15 Atlantic			Cerro Gordo- 17 Mason City			Clarke-20 Osceola		
Clay-21 Spencer			Clinton-23 Clinton			Dallas-25 Adel		
Des Moines-29 Burlington			Dickinson-30 Spirit Lake			Dubuque-31 Dubuque		
Emmet-32 Estherville			Fayette-33 West Union			Floyd-34 Charles City		
Hamilton-40 Webster City			Harrison-43 Logan			Henry-44 Mt. Pleasant		
Jasper-50 Newton			Jefferson-51 Fairfield			Johnson-52 Iowa City		

Location	BAGS	BOXES	Location	BAGS	BOXES	Location	BAGS	BOXES
Lee North-56N Ft. Madison			Lee South-56S Keokuk			Linn-57 Cedar Rapids		
Mahaska-62 Oskaloosa			Marshall-64 Marshalltown			Montgomery- 69 Red Oak		
Muscatine-70 Muscatine			O'Brien-71 Primghar			Polk Central- 77C Des Moines		
Polk River Place-77 Des Moines			Pottawattamie- 78 Council Bluffs			Scott-82 Davenport		
Sioux-84 Orange City			Story-85 Ames			Union-88 Creston		
Wapello-90 Ottumwa			Warren-91 Indianola			Webster-94 Fort Dodge		
Winneshiek-96 Decorah			Woodbury-97 Sioux City					

### Institutions

Location	BAGS	BOXES	Location	BAGS	BOXES	Location	BAGS	BOXES
Cherokee MHI			Eldora- Training School			Glenwood Resource Center		
Independence MHI			Marshalltown- Veteran's Home			Woodward Resource Center		

**[SpeeDee Multiple Shipment Pickup Manifest, Form 470-2735](#)**

Purpose	This form is used to record the number of bags sent to each DHS office by the overnight courier service.
Supply	The form is used exclusively by the DAS-GSE Hoover Mail Room and is provided to DAS-GSE by the Division of Purchasing, Payments, Receipts, and Payroll.