

Tobacco Prevention and Cessation Program

Brochure Request Policy

Effective Immediately

All requests for brochures are to be submitted through Central Supply using the CATMAN System. If you do not have access to this system, please contact your Local Health Unit to submit your requests.

Please note that all brochures/quantities requested may not be available. TPCP reserves the right to deny/amend requests based on the event and/or availability of brochures.

Request should be sent at least three weeks before the event. If you need assistance or you do not receive the requested items, please contact 501.661.2953.

Brochure Request Order Instructions

- I. Complete the Request using CATMAN
 - a. Form Retrieval:
 - i. Log onto CATMAN
 - ii. Click on "Central Supply" located on the left side of the screen
 - iii. Click on "Central Supply Store" located at the top center of the page
 - iv. Search for brochures you wish to order
 - v. Once item is found, click on "add to cart" and enter desired quantity
 1. 2 packages of each brochure is the maximum amount allowed per order
 - vi. To continue shopping select "continue shopping" and repeat steps iv. and v.
 - vii. To submit order, select "proceed to checkout"
 - viii. Scroll to bottom of page and select "submit order now"
 1. You will receive an order confirmation page. Please print for your records.
 - ix. To end session, select "log out"