

## REQUEST TO STOCK NEW ITEM

DO YOU NEED AN ITEM THAT WE DO NOT STOCK?

Please complete the following and return to Code 3453 for processing.

### ITEM INFORMATION

COMPLETE DESCRIPTION OF THE ITEM

NAME OF COMPANY *(Who can supply item)*

ADDRESS OF COMPANY

MANUFACTURER

PART NUMBER

ESTIMATED QUANTITY YOU PLAN TO USE ANNUALLY

### REQUESTER INFORMATION

NAME

DIVISION

CODE

PHONE NUMBER

### SUPPLY STORE USE ONLY

REVIEW DATE

BIN LOCATION

REORDER POINT

REORDER QUANTITY

SIGNATURE

REMARKS