

OOD (Officer of the Day) After Hours Issue Sheet

Date: _____

Time: _____

OOD: _____
(Please Print)

Requesting Staff Member: _____

Requesting Department: _____

Please list quantity of supplies or linen issued below: Use Bar code on Shelf/Bin:

	Item Issued	Item Number	Quantity
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

I certify that I have followed the procedures outlined in the OOD SOP and that Security has been notified of after hour's access to CSR/Linen areas.

(OOD Signature)

- Each supply item will have a description and material number with corresponding barcode. This should be used to identify material being issued.
- Linen items are accounted for (MEPRS) based on total weight for all items issued, by customer and can be weighed on the scale in the Linen Room.

** AFTER COMPLETION PLEASE EMAIL RICK FOGOROS (forgorosr@pnw.med.navy.mil) **