

WAREHOUSE ISSUE/PICK-UP REQUEST

SEND THIS REQUEST FORM TO:

Department of Commerce Warehouse
7900 Cedarville Road,
Brandywine, MD 20613

OR FAX TO:

(301) 372-2912

FOR WAREHOUSE USE ONLY

REQUEST NUMBER:

DATE RECEIVED:

DATE:
8/20/04

TELEPHONE NUMBER:
202-482-1212

DELIVERY/PICK-UP ADDRESS *(Give complete mailing address)*
J. Smith

REQUESTED BY:
Jane Smith

Room 4001, HCHB

BUREAU:
ITA/DOA/OOMS

Washington, DC 20230

APPROPRIATION NUMBER:

202-482-2222

SIGNATURE OF APPROVING OFFICIAL:

TYPE OF REQUEST:

ISSUE FROM STOCK

RETURN TO STOCK

OTHER Transfer of Stock

SPECIAL INSTRUCTIONS:

ITEM NUMBER ¹	UNIT OF ISSUE ²	QTY	TITLE OR DESCRIPTION OF ITEM(S)	WAREHOUSE USE ONLY LOCATION
1 ITASTA-1	RM	5	ITA Letterhead	
2				
3				
4				
5				
6				
7				
8				
9				
10				

¹ Enter CD Number, Serial Number or other appropriate identification number. Item number can be up to 15 positions..

² SD=SKID BX=BOX EA=EACH.

WAREHOUSE COMMENTS:

PULLED BY: _____ INSPECTED BY: _____

RECEIVED BY: _____
Print Name
Signature
Date

WAS ITEM DAMAGED? YES NO IF DAMAGED, PLEASE CALL COTR (301) 763-8490

CUSTOMER COMMENTS *(Upon Receipt)* _____

