

WAREHOUSE ISSUE/PICK-UP REQUEST

SEND THIS REQUEST FORM TO:

NOAA Warehouse
7900 Cedarville Rd.
Brandywine, MD 20613

OR FAX TO:
(301) 372-2912

FOR WAREHOUSE USE ONLY

REQUEST NUMBER:

DATE RECEIVED:

DATE:	TELEPHONE NUMBER:	DELIVERY/PICK-UP ADDRESS: <i>(Give complete mailing address)</i>
REQUESTED BY:		
BUREAU:		
APPROPRIATION NUMBER:		TYPE OF REQUEST: <i>(Check one)</i> <input type="checkbox"/> ISSUE FROM STOCK <input type="checkbox"/> RETURN TO STOCK <input type="checkbox"/> OTHER _____
SIGNATURE OF APPROVING OFFICIAL:		

SPECIAL INSTRUCTIONS:

ITEM NUMBER ¹	UNIT OF ISSUE ²	QTY	TITLE OR DESCRIPTION OF ITEM(S)	WAREHOUSE USE ONLY LOCATION
1				
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) 372-2925

CUSTOMER COMMENTS: *(Upon Receipt)*