

# 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 <sup>1</sup>	UNIT OF ISSUE <sup>2</sup>	QTY	TITLE OR DESCRIPTION OF ITEM(S)	WAREHOUSE USE ONLY LOCATION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

<sup>1</sup> Enter CD Number, Serial Number or other appropriate identification number. Item number can be up to 15 positions.  
<sup>2</sup> 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)*