

REQUEST FOR ADDITION/DELETION/CHANGE TO CURRENTLY STOCKED ITEMS

Check one: CHANGE _____ ADDITION _____ DELETION _____

ALL OF THE BELOW INFORMATION MUST BE FURNISHED. EACH ITEM MUST BE LISTED ON A SEPARATE SHEET. MAIL COMPLETE FORM TO: SHELBY JONES MS 358.

From _____ Group _____

Mail Station _____ Ext. _____ Date _____

Full description of the item you are requesting _____

Manufacturer _____ Part Number _____

Local Supplier _____ Part Number _____

Estimated Cost Per Unit _____ Estimated Monthly or Yearly Usage _____

Explanation/Justification of use for this item _____

REQUESTER MUST CHECK ONE OF THE BELOW. (If No. 2 is checked, requester must provide an acceptable sole source justification.)

- 1. _____ An equal produced by another manufacturer is acceptable.
2. _____ This item is of a required design; rigid mechanical, electrical, or other specifications apply and no substitute will be accepted.

FOR STOCKROOM USE ONLY

Stock card description _____

Stock No. assigned _____ Date assigned _____

Initial quantity ordered for stock _____ Date assigned _____

Estimated date material should be available for issue _____

MSDS sent to ES&H Yes [] N/A []

_____ Approved for adding to stock.

_____ Disapproved for adding to stock.

_____ Mechanical Name: _____ Date: _____

_____ Electrical Name: _____ Date: _____

_____ Supply Services Name: _____ Date: _____

_____ Senior Safety Officer Name: _____ Date: _____