



CENTRAL STORES:

NEW ITEM REQUEST FORM

This New Item Request Form is designed to help us determine how much material should be stocked in Central Stores. Please answer each question.

1. ITEM DESCRIPTION AND PART NUMBER (AND MANUFACTURER IF KNOWN)

2. HOW OFTEN DO YOU PURCHASE THIS ITEM?

3. HOW MANY DO YOU PURCHASE AT A TIME?

4. DOES THIS ITEM REQUIRE SPECIAL STORAGE (IE. HAZARDOUS OR LIMITED SHELF LIFE)?

5. WILL OTHER DEPARTMENTS USE THIS ITEM?

6. IS THIS A REPLACEMENT ITEM? IF THE ANSWER IS YES, WHAT IS THE STOCK NUMBER OF THE ITEM TO DELETE?

DO YOU KNOW OF A GOOD SOURCE?

Signature

Date

Department

Phone Number