

**OSU Facilities Management New Stock Item Request**

<b>Requestor</b>	<b>Department</b>	<b>Date</b>

<b>Min</b>	<b>Max</b>	<b>Description</b>	<b>Part Number</b>	<b>Unit Cost</b>

<b>Available through the following vendors:</b>	
<b>Purchased through OK Corral in the last 6 months:</b>	

**Reason/purpose for stock item request:**

***Procurement Services Use Only***

<b>Approved Starting Min</b>	<b>Approved Starting Max</b>	<b>Total Cost</b>

**Justification:**

\_\_\_\_\_  
*Requestor*

\_\_\_\_\_  
*Requesting Department Director*

\_\_\_\_\_  
*Supply Warehouse Supervisor*

\_\_\_\_\_  
*Procurement Services Asst. Manager*

\_\_\_\_\_  
*Business Operations Director*

\_\_\_\_\_  
*Chief Facilities Officer*