

Facilities Management  
Oklahoma State University

New Stock Item Request

REQUESTOR \_\_\_\_\_ DATE \_\_\_\_\_ DIRECTOR ACKNOWLEDGEMENT \_\_\_\_\_ DATE \_\_\_\_\_

ESTIMATED       QUOTED      QUOTED BY \_\_\_\_\_

MAX	MIN	COMPLETE DESCRIPTION	UNIT COST	TOTAL

<p style="text-align: center;">VENDOR</p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>CITY _____</p> <p>STATE _____</p> <p>ZIP CODE _____</p> <p>TELEPHONE _____</p> <p>FAX _____</p>	<p style="text-align: center;">SPECIAL INSTRUCTIONS</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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REASON / PURPOSE FOR REQUESTING ITEM TO BE STOCKED

NEW ITEM IS REPLACEMENT FOR STOCK ITEM \_\_\_\_\_

\_\_\_\_\_  
SUPPLY MANAGER APPROVAL

\_\_\_\_\_  
DIRECTOR & CHIEF FACILITIES OFFICER APPROVAL