Jefferson Lab

Request to add stock items to the Technical Stockroom

_____ Date

Request from:

Division / Department   _____

Project/Organization/Account (POA)   _____

Requestor (Name)   _____

Item Description   _____

Model Number   _____

Manufacturer Material Number   _____

Manufacturer   _____

Proposed Vendor   _____

Estimated Usage per month / year   _____

Requester Signature   _____

Comments

_____

_____

-   *I understand that by signing this request, I am committing to purchase*
  the listed product in the stated quantities.
  Products with no movement for one year may be charged
  to your POA and placed in FreeStock.

Approvers:

_____

Christian Whalen, Property Manager   Date

_____

Rusty Sprouse, Facilities Manager   Date

- **All stock requests are reviewed by the Property Manager for fitness and correctness.**
  Item stock levels are subject to change based on usage and need.