GENERAL WAREHOUSE INVENTORY ITEM REQUEST FORM

Assigned Warehouse Number _____

New Item / Change to existing item

Basic Noun: _____To _____

Description: _____

_____

Vendor Part Number: _____To _____

MGF. Name & Part Number _____To_____

Drawing / Print #. _____ / To_____

Recommended vendor: _____To _____

Unit of Measure: _____ To _____

Estimated Cost per Unit: _____To _____

Estimated Annual Usage: _____ To _____

Maximum / Minimum inventory level: _____To_____

COST CODE ASSIGNED TO THIS ITEM: _____ To _____

Why should this be a warehouse item?

EXPLAIN:_____

_____

Deletion of Warehouse Line Item:

Item to be deleted: Number : _____ / Noun: _____

Description: _____

Deletion: Explanation_____

Approvals:

_____ / _____

Requestor   Date

_____ / _____

Area Coordinator   Date

Warehouse Action

Basic Noun: _____ Warehouse Number Assigned: _____

Description:_____

_____

Bin Location: _____

Date: _____ / _____

Warehouseperson