### UCSD STOREHOUSE REQUISITION

**DEPT. NAME** | **MAIL CODE** | **PHYS. PLANT JOB NUMBER** | **REG. NO.**  | **BUDGET NUMBER**
---|---|---|---|---

**DELIVER TO ROOM** | **BUILDING** | **DATE** | **DATE NEEDED** | **PHONE** | **EXT.** | **PURCHASE ORDER NO.** | **VENDOR** | **CONTACT** | **ORDERED BY** | **EXP. DATE**
---|---|---|---|---|---|---|---|---|---|---

<table>
<thead>
<tr>
<th><strong>#</strong></th>
<th><strong>DATE</strong></th>
<th><strong>FILLED BY</strong></th>
<th><strong>Purchased Order No.</strong></th>
<th><strong>Vendor</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Ordered By</strong></th>
<th><strong>Exp. Date</strong></th>
</tr>
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<tr>
<td>1</td>
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<td>3</td>
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**PLEASE TYPE OR PRINT LEGIBLY ONLY ONE ITEM PER LINE**

**QUANTITY** | **DESCRIPTION** | **SHIPPED** | **SKU** | **STOCK NUMBER** |
---|---|---|---|---|

**DO NOT WRITE IN SHADeD AREAS**

**DO NOT BACK ORDER ** | **I WILL REORDER IN 7 DAYS** | **MAIL TO:** | **STOREHOUSE**
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**NOT BACK ORDER ITEMS NOT FILLED**

**UCSD STOREHOUSE REQUISITION** **INSTRUCTIONS ON REVERSE SIDE**

**FORM NO. FO 2197 (Rev. 12/88)**

**AUTHORIZED SIGNATURE**

**STOREHOUSE COPY**
UCSD STOREHOUSE REQUISITION INSTRUCTIONS

The UCSD Storehouse Requisition, Stock Number FO2107, is a four part NCR form for use when ordering supplies and materials from Central Stores. Requisitions are urged to either type or use pen when preparing the Requisition so all copies are neat and legible.

Distribution of Copies:

1. White  Storehouse Copy  Retained by Central Stores
2. Yellow  Packing Slip  Returned to ordering department with material
3. Pink  Acknowledgement  Returned to ordering department on buy out transactions
4. Green  Department  Retained by ordering department

Instructions:

When preparing a Requisition, include the entire stock number and a brief description including basic item name, size, and/or color. The entire description in the catalog will assist you in locating and identifying an item.

Please use a separate Requisition for special orders (buy-outs) of compressed gases, and furniture. When placing special orders (buy-outs), leave the stock number column blank. Do not mix stock items and special order items on the same Requisition.