



UC San Diego

Policy & Procedure Manual

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STOREHOUSE

Section: 526-1 EXHIBIT A

Effective: 10/05/1987

Supersedes: 03/30/1977

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Issuing Office: [Marketplace](#)

EXHIBIT A

UCSD STOREHOUSE REQUISITION

DEPT. NAME _____			MAIL CODE _____			PHYS. PLANT JOB NUMBER _____			REQ. NO. 523017		
DELIVER TO ROOM _____					BUILDING _____		BUDGET NUMBER _____				
ORDER DATE _____		DATE NEEDED _____			PHONE EXT. _____		PRINT YOUR LAST NAME _____				
1	2	3	DATE	FILLED BY	PURCHASE ORDER NO.		VENDOR		ORDERED BY		
4	5	6					CONTACT		EXP. DEL.		
PLEASE TYPE OR PRINT LEGIBLY - ONLY ONE ITEM PER LINE										DO NOT WRITE IN SHADED AREAS	
QUANTITY	UNIT OF ISSUE	DESCRIPTION					SHIPPED	STOCK NUMBER	B.G.		

DO NOT BACK ORDER I WILL RE-ORDER IN 7 DAYS MAIL TO: STOREHOUSE - Q-046

PLEASE BACK ORDER ITEMS NOT FILLED

UCSD STOREHOUSE REQUISITION INSTRUCTIONS ON REVERSE SIDE

FORM NO. FO 2107 (Rev. 12/86)

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*.