

**REQUEST FOR ADDITION TO STOCK**

*Please fill out as much information as possible and forward to the Warehouse supervisor for review.*

**REQUESTER USE ONLY**

Requested Item:	Product Description:	Unit Cost:
1. Frequency / projected usage		
2. How many campus locations have a need for this product? Be specific.		
3. How much time in advance of usage will the problem be known?		
4. Is this a health, life, safety item and or / will significant damage to University property occur if item is not available upon request? What is the impact		

**STORES/LOGISTICS WAREHOUSE USE ONLY**

1. Lead-time to receive the product	
2. Can the product be ordered directly as needed if no, why? Be specific.	
3. Is there a significant change in cost based on the quantity ordered? What is it ? Be specific.	

<b>Addition justification to be considered during review.</b>	
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Employee requesting stock addition (signature) \_\_\_\_\_ Shop \_\_\_\_\_

Shop/Section Supervisor (signature) \_\_\_\_\_ Shop \_\_\_\_\_

Approved  Denied

Warehouse / Logistics Supervisor (signature) \_\_\_\_\_ Date: \_\_\_\_\_