

OSU Facilities Management New Stock Item Request

Requestor	Department	Date

Min	Max	Description	Part Number	Unit Cost

Available through the following vendors:	
Purchased through OK Corral in the last 6 months:	

Reason/purpose for stock item request:

Procurement Services Use Only

Approved Starting Min	Approved Starting Max	Total Cost

Justification:

Requestor

Requesting Department Director

Supply Warehouse Supervisor

Procurement Services Asst. Manager

Business Operations Director

Chief Facilities Officer