|  |  |
| --- | --- |
|  | **Central Stores**Facilities Services Department 715-346-4500 |

**New Stock Item Request Form**

* Request to Stock Merchandise

We will consider adding new merchandise to our catalog upon the request of a department head or Academic Department Associates when the item meets one or more of the following criteria:

1. The item is routinely needed by one or more departments (i.e. basic office supplies).
2. The item is critical to operations and not available in the local marketplace.
3. Institutional benefits can be shown either in having the item available when needed, or by saving money through ordering in bulk.
4. Adequate physical facilities are available to store and protect the merchandise.

Please note that, while we will look into and consider each stocking request, the decision whether or not to add an item to our inventory ultimately lies with Central Stores staff.

|  |
| --- |
| **General Information** |
| **Requestor’s Name:** |  | **Date:** |  |
| **Department:** |  | **Phone Number:** |  |

|  |
| --- |
| **Merchandise Requested** |
| **Item Description** | **Unit of Measure** | **Manufacturer # (if specific item is needed)** | **Estimated Usage** **(How many times a year?)** |
|  |  |  |  |
|  |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Additional Information** |
|  |
|  |
|  |
|  |
|  |
|  |