

**Facilities Department**  
**New Stock Item Request Form**

**Product Description:** \_\_\_\_\_

**Mfg. Part Number:** \_\_\_\_\_

**Supplier's Part Number:** \_\_\_\_\_

**Brand Name:** \_\_\_\_\_

**Size:** \_\_\_\_\_

**Maximum Amount to Stock:** \_\_\_\_\_

**Requester Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I understand, as the Supervisor approving this new stock item, that if this item isn't being issued enough to warrant it being a stock item, that I will agree to buy all of the stock at the expense of my shop, zone or department. In order for a new stock item to be deemed as acceptable inventory, at least half the "requested" amount must be sold annually.**

**For Store Personnel Only:**

**New Stock Number:** \_\_\_\_\_

**New Bib Location:** \_\_\_\_\_

**Date Entered into Inventory:** \_\_\_\_\_