

YORK COLLEGE SUPPLIES REQUEST

INSTRUCTIONS:

- 1. Submit all copies of this form to Stockroom, Room LL11, Academic Core
- 2. Departments shall maintain simple controls of stocks and issues, for basis of preparing future Supplies Request

					FOR OFFICE USE ONLY	
NO.	STOCK NUMBER	DESCRIPTION	UNITS*	QUANTITY REQUIRED	QUANTITY ISSUED	QUANTITY AUTHORIZED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

REQUESTED BY:	CHARGE TO: A. DEPARTMENT _____ B. OTHER PROGRAM _____ (SPECIFY)	* UNITS REFER TO UNIT OF MEASURE, EACH (1), DOZEN, GROSS, BOX, PACKAGE ETC.		
DEPARTMENT				
AUTHORIZED SIGNATURE		DATE		
DELIVER TO ROOM		WILL PICK UP CALL EXTENSION		

FOR OFFICE USE ONLY	
APPROVED	DATE