

PHYSICAL PLANT ONLY			MICHIGAN STATE UNIVERSITY Request for Supplies from Stores			FILLED BY	DATE FILLED	NUMBER OF PIECES
OBJ. CLASS	BLDG CODE	DIV. NO.						
DELIVER TO	BLDG. NO.	BUILDING NAME	ROOM NO.					
DEPT. NO.	DEPT. NAME	ACCOUNT NO.						
DEPT. SPECIAL CODE	ORDERED BY	PHONE NUMBER	DATE					

ORDERS WILL BE FILLED BY STOCK NUMBER

ITEM NO.	STOCK NUMBER	QUANTITY		BRIEF DESCRIPTION	Price
		ORDERED	SHIPPED		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

1. Keep copy
2. Send copy to Stores
3. Fax Number: 517-355-8308

DRIVER
INITIAL

MSU is an Affirmative-Action, Equal-Opportunity Institution.

TOTAL

RECEIVED BY (SIGN FULL NAME)