



Warehouse

"Your Assistance and Feedback to Maintain a Service Oriented Warehouse is Appreciated"

Request and Communication Form

(Fax form to the Extension 3986 or email to jguerrero@seisd.net)

This form is to be used to communicate any request to the Warehouse to better serve you. (Examples)

1. The addition of any item not listed on Warehouse Catalog in which you would like us to store.
2. Special delivery or pick up requirements.

Please fill out:

A. Request to Warehouse

<u>Item (Number)</u>	<u>Description</u>	<u>Qty/Usage</u>	<u>Remarks (Vendor if Known)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Special Delivery or Pick up Request (please circle one)

(Pick Up Location)

Person to Contact _____ Campus / Company Name _____

Address _____ Phone # _____ PO # _____

Date Required _____

(Deliver Location)

Person to Contact _____ Campus / Company Name: _____

Address _____ Phone # _____ PO# _____

Comments/Requirement(s) _____

Requested by: _____

Date _____

Authorized by Campus Administrator _____