

CATEGORY: SUPPORT SERVICES
SECTION: Institutional Support Services
SUBJECT: Stockroom Requisitions
EFFECTIVE DATE: September 22, 1988
PAGE(S): 1

I. SCOPE

This policy establishes the guidelines for requisitioning forms stocked in the University Central Business Services Forms Stockroom.

It does not include the following forms stored by the appropriate department:

- Departmental forms associated with University Procedures (identified by both a PITT Number and a FORM number)
- Departmental (PITT) forms unrelated to University Procedures

II. POLICY

Forms identified by a "Stock" number or "FORM" number only are stocked in the Forms Stockroom.

FORM 0033, Stockroom Requisition, is used to order only those forms stocked in the stockroom. See Procedure 10-06-01, Stockroom Requisitions.

All requisitions must be approved by the FAIS Account Administrator.

III. REFERENCE

- [Procedure A0 32, Stockroom Requisitions](#) (formerly 10-06-01)