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 AO 32, Stockroom Requisitions (formerly 10-06-01)