

CATEGORY: SUPPORT SERVICES
SECTION: Institutional Support Services
SUBJECT: Stockroom Requisitions
EFFECTIVE DATE: September 22, 1988

I. PURPOSE

To provide instructions for requisitioning forms from the University Central Business Services Forms Stockroom, B-40 Cathedral of Learning.

II. SCOPE

This procedure is applicable only to FORM numbered and Stock numbered forms stored in the Forms Stockroom.

III. ADMINISTRATIVE RESPONSIBILITIES

The FAIS Account Administrator is authorized to approve form purchases from the stockroom.

IV. DEFINITIONS

FAIS Account Administrator

The individual responsible for monitoring the departmental budget.

FORM Numbered Forms

Forms associated with a University Procedure, identified by the number FORM- XXXX, and stocked in the Forms Stockroom.

STOCK Numbered Forms

Forms stocked in the Forms Stockroom not associated with a University Procedure.

V. PROCEDURE

Responsibility	Action
Requisitioner	<ol style="list-style-type: none">1. Complete FORM 0033 as instructed in the attached Form Instruction Guide.2. Obtain approval of the FAIS Account Administrator in your department.3. Forward both copies of the completed and approved form to the Forms Stockroom, B-40 Cathedral of Learning.
Stockroom	<ol style="list-style-type: none">4. Fill the order, returning the second copy of FORM 0033 to the requisitioner with the materials.

VI. EXHIBITS

- Exhibit A, FORM 0033 - Stockroom Requisition.

- Form Instruction Guide - FORM 0033.
- Exhibit B, Stockroom Inventory List.

VII. REFERENCES

- [Policy AO 32, Stockroom Requisitions](#) (formerly 10-06-01).