



# REQUEST TO ADD ITEM TO INVENTORY

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Complete and return to:

Purchasing Department  
Phone: (417) 523-0073 / Fax: (417) 523-0496

Date: \_\_\_\_\_  
Requester: \_\_\_\_\_  
Department: \_\_\_\_\_

Description (Please provide a complete description of item including the manufacturers product number(s) if available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If brand names are used, please provide three that are equal.

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

Request to add:

- a. How many to order: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_
- b. How items are packaged from vendor: \_\_\_\_\_
- c. Who are the suppliers: \_\_\_\_\_
- d. Are there acceptable substitutes: \_\_\_\_\_

*(For Purchasing Use Only)*

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Stock Number: \_\_\_\_\_  
Date Added To Inventory: \_\_\_\_\_