

## Metropolitan Washington Airports Authority

# REQUEST TO STOCK CONSTRUCTION PROJECT ITEMS

WAREHOUSE <input type="checkbox"/> DCA <input type="checkbox"/> IAD		REQUEST TO <input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> REVISE    AN ITEM		
REQUESTOR'S NAME AND DIVISION		ITEM DESCRIPTION (noun, size, general adjective, specific adjective, color)		
MANUFACTURER		MFGR. PART NO.		
CONTRACTOR/VENDOR		CONTRACTOR/ VENDOR'S ADDRESS		
QUANTITY	CONTRACT NUMBER ITEMS OBTAINED ON		ESTIMATED HOLDING REQUIREMENT	
UNIT OF ISSUE	UNIT PRICE	QUANTITY UNIT PACK	SPECIFICATION SECTION NUMBER	MSDS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
ACCOUNTING INFORMATION: - PATEO – CHARGE ACCOUNT				
REASON FOR ACTION				
SPECIAL INSTRUCTIONS				
APPROVAL				
REQUESTOR'S DIVISION MANAGER		SIGNATURE		DATE
REQUESTOR'S DEPARTMENT MANAGER		SIGNATURE		DATE
WAREHOUSE SUPERVISOR DCA - Sidney Conway    IAD – Will Rorie		SIGNATURE		DATE
MATERIALS MANAGEMENT DIVISION MANAGER DCA - Ann Helms        IAD – John Jackson		SIGNATURE		DATE
FOR WAREHOUSE USE ONLY				
STOCK NUMBER         -       -		MISC. RECEIVE COST AS \$0.00	INITIAL QUANTITY	LOCATION IN WAREHOUSE
LEGACY CODE:	NIGP CODE:	DATE ADDED TO ORACLE:	SIGNATURE:	
RECEIVING				
DELIVERY SIGNATURE		RECEIVING SIGNATURE		DATE
PRINTED NAME		PRINTED NAME		