

**FACILITIES WAREHOUSE**

**REQUEST FOR SPECIAL ORDER (NON-STOCK) ITEM (FM&D EMPLOYEES ONLY)**

Print Name:

Shop/Department:

Telephone Number:

Description of Item/Part:

Manufacturer:

Manufacturer Part Number:

Vendor(s) where part may be purchased:

Vendor Item/Part Number (if available):

Quantity Needed:

Chartfield String to be charged:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fund(5 digits) | Dept. ID(6 digits) | Account(6 digits) | Program(5 digits) | Grant/Project(6 digits) | Class(5 digits) |
|   |   |   |   |   |   |

Supervisor Approval:

Print Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Please send or fax this form to:

kwelz@calpoly.edu

Facilities Warehouse Bldg. 70A Office: 6-5169 Fax: 6-0122