COLLEGE of CHARLESTON
PROCUREMENT

NEW ITEM REQUEST FORM – CENTRAL STORES

This form is designed to help determine what items, and in what quantities, should be stocked at Central Stores. For an item to be considered, it should be purchased routinely (multiple times per month). Please fax to Central Stores at 843.308.6502 or E-Mail to centralstores@cofc.edu . Please answer each question.

1. Item description and part number (and manufacturer if known):

2. How often is this item purchased?

3. What quantity is purchased each time?

4. Does this item require special storage (i.e. hazardous, temperature controlled or limited shelf life)?

5. Will other departments use this item? If yes, please explain:

6. Is this a replacement item? If yes, please list the stock number of the item to deleted:

7. Recommended Source:

Name / Signature (digital signature permitted)

Date

Department

Phone Number