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|  | **Central Stores**Physical Plant Department |

**New Merchandise Request Form**

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| **General Information** |
| **Requestor’s Name:** |  | **Date:** |  |
| **Department:** |  | **Phone Number:** |  |

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| **Merchandise Requested** |
| **Item Description** | **Unit of Measure** | **Estimated Usage** **(How many times a year?)** | **Estimated Cost** | **Suggested Sources/Vendors** |
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| **Additional Information** |
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