



Operations

Warehouse Inventory Order Form

INSTRUCTIONS: (1) Please type in the fields on this form. (2) Save the form. (3) Email the pdf file as an attachment to: warehouse@groupmail.acu.edu. Warehouse telephone: 325-674-2365.

Department					Order Date
Requestor					Telephone Number
Fund	Organization	Account	Program	Activity	ACU Box

Service (select one)					
	<p>Pickup from the Warehouse by Department <i>Orders received by 4:00 p.m. Monday through Friday will be ready for pickup after 10:00 a.m. the next business day. The warehouse is in the Physical Resources Building at 1201 East Ambler Avenue.</i></p>				
	<p>Deliver to Department <i>Orders received by 4:00 p.m. Monday through Friday will be delivered within two business days. Orders of five or more cases or boxes will be delivered within three business days. Each order will be delivered to one location, for multiple delivery locations, please submit separate order forms.</i></p>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Building Name</td> <td style="background-color: #e0e0e0;">Room Number</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Building Name	Room Number		
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Special Instructions

Qty. Ordered	Stock No.	Unit	Description	Qty. Filled	Unit Cost	Extended Cost
	S25158	BX	Trash Bag, 40" x 46" x 3 mm, Black; 100 ea/bx			
	S29700	CS	Copy Paper, 8½" x 11", White; 500 sheets/ream, 10 reams/cs			
	S30102	CS	Soft Drink, Dr Pepper; 12 oz/can, 12 cans/bx, 2 bx/cs			
	S30103	CS	Soft Drink, Diet Dr Pepper; 12 oz/can, 12 cans/bx, 2 bx/cs			
	S30110	CS	Soft Drink, Coca-Cola; 12 oz/can, 12 cans/bx, 2 bx/cs			
	S30111	CS	Soft Drink, Diet Coca-Cola; 12 oz/can, 12 cans/bx, 2 bx/cs			
	S30112	CS	Water, Dasani; 16.9 oz/bottle, 24 bottles/cs			
Total						

Received By	Received Date

Filled By	Filled Date	Delivered By	Posted By	Posted Date	Document Number