



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	Cost Center	Ledger Account	Spend Category	Function	Activity or Fund Modifier

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>
Building Name	Room Number

Special Instructions

Qty. Ordered	Stock No.	Unit	Description	Qty. Filled	Unit Cost	Extended Cost
	158	BX	Trash Bag, 40" x 46" x 3 mm, Black; 100 ea/bx			
	700	CS	Copy Paper, 8½" x 11", White; 500 sheets/ream, 10 reams/cs			
	102	CS	Soft Drink, Dr Pepper; 12 oz/can, 12 cans/bx, 2 bx/cs			
	103	CS	Soft Drink, Diet Dr Pepper; 12 oz/can, 12 cans/bx, 2 bx/cs			
	110	CS	Soft Drink, Coca-Cola; 12 oz/can, 12 cans/bx, 2 bx/cs			
	111	CS	Soft Drink, Diet Coca-Cola; 12 oz/can, 12 cans/bx, 2 bx/cs			
	112	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