



## 24/7 FlexHub Non-stock Product Request

**Overview:** This form can be used by customers to request non-stock products within the 24/7 FlexHub for work order completion. Items that require long-term stocking should be requested individually via [34FOR15](#).

### Customer information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
MSU email address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Unit: \_\_\_\_\_ Dept: \_\_\_\_\_

### Alternate contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Work order #: \_\_\_\_\_

### Item information

Item description	Quantity	Vendor	Vendor part #/specifications	Date needed

### UPL staff only

Received by (initials): \_\_\_\_\_ Date: \_\_\_\_\_

Date ordered: \_\_\_\_\_ Estimated receipt date: \_\_\_\_\_ Vendor: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_