



# 24/7 FlexHub Manual Stock Issuance Request

**Overview:** This form can be used by customers to request 24/7 FlexHub stocked products be issued to a work order by UPL Warehouse Services staff.

### **Customer information**

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

## Work order #:

## Item information

24/7 FlexHub SKU	Quantity	Item description

### Reason for manual issuance:

AppTree inaccessible	WiFi inaccessible	$\Box$ Personal device inaccessible $\Box$	Unsure how to use AppTree
□ Other:			
UPL staff only	Received by	(initials):	Date issued:

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

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If you have any questions, please contact UPL Warehouse Services at 517-884-6199 or <u>stores@msu.edu</u>.