



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 |
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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:______

34FOR10v02 | Release date: 2/13/25 | This document is uncontrolled when printed or saved.



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