



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 ☐ Personal device inaccessible ☐ Unsure how to use AppTree

☐ Other: _____

UPL staff only

Received by (initials): _____

Date issued: _____

Notes: _____
