24/7 FlexHub Stock Product Request

Overview: This form can be used by customers to request one new product to be stocked within the 24/7 FlexHub. All stocked product requests will be approved by an authorized member of the customer department prior to purchase. One-time use items that do not require long-term stocking should be requested via 34FOR09. Download and complete this form in Adobe Acrobat (Reader). Once completed, submit using the button or via email to stores@msu.edu.

Customer information

Name: _____   Date: _____

MSU email address: _____   Phone: _____

Unit: _____   Dept: _____

Authorized by:

Name: _____   Phone: _____

Item information

Item description: _____

_____

Vendor: _____   Vendor part number: _____

Addition to SKU family: □ 1IT   □ 2IT   □ 3IT   □ 4IT   □ Other: _____

Date needed: _____   Initial quantity requested: _____

Anticipated monthly volume: _____   Min: _____   Max: _____

Business purpose: _____

_____

UPL staff only   Received by (initials): _____   Date: _____

Customer reviewer: _____   Date: _____

Request Status: [ ] Approved [ ] Denied

Date Ordered: _____ Estimated Receipt Date: _____ Vendor: _____

Notes: