**University of Bath**

**Estates Office – Central Stores**

**NEW STOCK ITEM REQUEST FORM**

**To: Dave Higgins, Estates Maintenance Buyer**

**Please stock the following item(s) in Central Stores: Stores use**

**Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Description** | **Estimated Cost** | **Supplier (if known)** | **Max Stock** | **Min Stock** | **Unit of Issue** | **Stock Number** |
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**\*By signing below I understand that my Department is liable to incur the write-off costs of any unused stock of the above item(s)**

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| **Requested by (Signature):** | **(Print):** | **School/Dep’t:** | **Extension no.:** |

|  |  |  |  |
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| **Date:** | **Stores use only** | **Authorised by (Signature):** | **Date:** |

**Form Updated 5/2018**