### Inventory Request Instructions/Guidelines

1. Enter Fund/Organization/Account to be charged.
2. Circle stockroom from where item(s) are being requested.
3. List quantity and brief description of item(s) requested.
4. Total above lines.
5. Organization Manager’s signature.

- The inventory request form is used to obtain stockroom items/supplies, software/hardware from Academic computing Services (ACS), and copier/printer paper.
- Stockroom items include: coffee, cups, sugar, sweetener, creamer, letterhead, envelopes, copier paper, mailing labels, bottled water, etc.
  
  *When requesting bottled water for extended staff meetings, include a copy of the completed Staff Meeting Reimbursement Form.
- The originator should keep the goldenrod copy of the form before submitting it to ACS, Plant Operations or Printing Express. If the request is faxed to another campus, Plant Operations will forward a copy of the form to the Business Office. Keep the white original of the form in order to avoid double charges.
- For stockroom items the form should be submitted as indicated:
  - Letterhead/Envelopes – Printing Express
  - Colored Copy Paper/Labels/Cardstock – Printing Express
  - Software/Hardware – Academic Computing Services

### Inventory Request

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Delivered by: [Signature]  
Date: [Date]

Approved by: [Signature]  
Date: [Date]

Distributor:  
White - Business Office  
Canary - Originator (after delivery)  
Pink - Stock Room  
Goldenrod - Originator

---

Collin County Community College

Inventory Request Form

Submit to:  
ACS - Hardware  
CHEC Stockroom  
CHEC BO Stockroom  
CPC Stockroom  
CYC Stockroom  
PCC Stockroom  
PRC - Misc. Sply  
SCC - Paper

Collin County Community College

Inventory Request Form is used to obtain stockroom items/supplies, software/hardware from Academic Computing Services (ACS), and copier/printer paper.

Stockroom items include: coffee, cups, sugar, sweetener, creamer, letterhead, envelopes, copier paper, mailing labels, bottled water, etc.

*When requesting bottled water for extended staff meetings, include a copy of the completed Staff Meeting Reimbursement Form.

The originator should keep the goldenrod copy of the form before submitting it to ACS, Plant Operations or Printing Express. If the request is faxed to another campus, Plant Operations will forward a copy of the form to the Business Office. Keep the white original of the form in order to avoid double charges.

For stockroom items the form should be submitted as indicated:

- Letterhead/Envelopes – Printing Express
- Colored Copy Paper/Labels/Cardstock – Printing Express
- Software/Hardware – Academic Computing Services