



# GRANITE SCHOOL DISTRICT REQUEST TO STOCK NEW WAREHOUSE ITEM

DEPARTMENT/SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**ITEM INFORMATION:**

NAME: \_\_\_\_\_  
(EXAMPLE: PAINT BRUSH)

SUGGESTED BRAND NAME: \_\_\_\_\_  
(EXAMPLE: Acme Brand)

MODEL AND MODEL NUMBER: \_\_\_\_\_  
(EXAMPLE: B12-2100)

ADDITIONAL INFORMATION: \_\_\_\_\_  
(EXAMPLE: COLOR, GAUGE, SIZE, ETC.)

SUGGESTED UNIT OF ISSUE: \_\_\_\_\_  
(EXAMPLE: BY THE FOOT, ROLL, EACH, ETC.)

ESTIMATED QUANTITY TO BE USED IN A YEAR: \_\_\_\_\_

ESTIMATED PRICE PER UNIT OF ISSUE: \_\_\_\_\_

SUGGESTED SOURCE OF SUPPLY: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
(MUST BE A DIRECTOR, ASSOCIATE DIRECTOR OR SOMEONE SELECTED IN AGREEMENT WITH PURCHASING)

PURCHASING DEPARTMENT APPROVAL: \_\_\_\_\_  
(BUYER'S SIGNATURE)

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## **NOTICE**

When this form is signed by the requestor and accepted by Purchasing both parties agree to the following conditions:

**If the time ever comes that this item is no longer needed or used, the school or department that initiated this request will purchase all the stock on hand at the Warehouse.** This will prevent the warehouse from taking a loss on a dead stock item that was furnished per this request.

Once this request is approved the item described above will be put out for bid. If a less expensive substitute is offered on the bid it will not be purchased unless approved by the requestor and the Purchasing Department.

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Note: Submission of this request does not imply approval. The decision to stock any additional item will depend on the quantity needed versus the cost of stocking in the Warehouse.