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Instructions to Complete and Submit a Stockroom Request Form

1. SCOPE

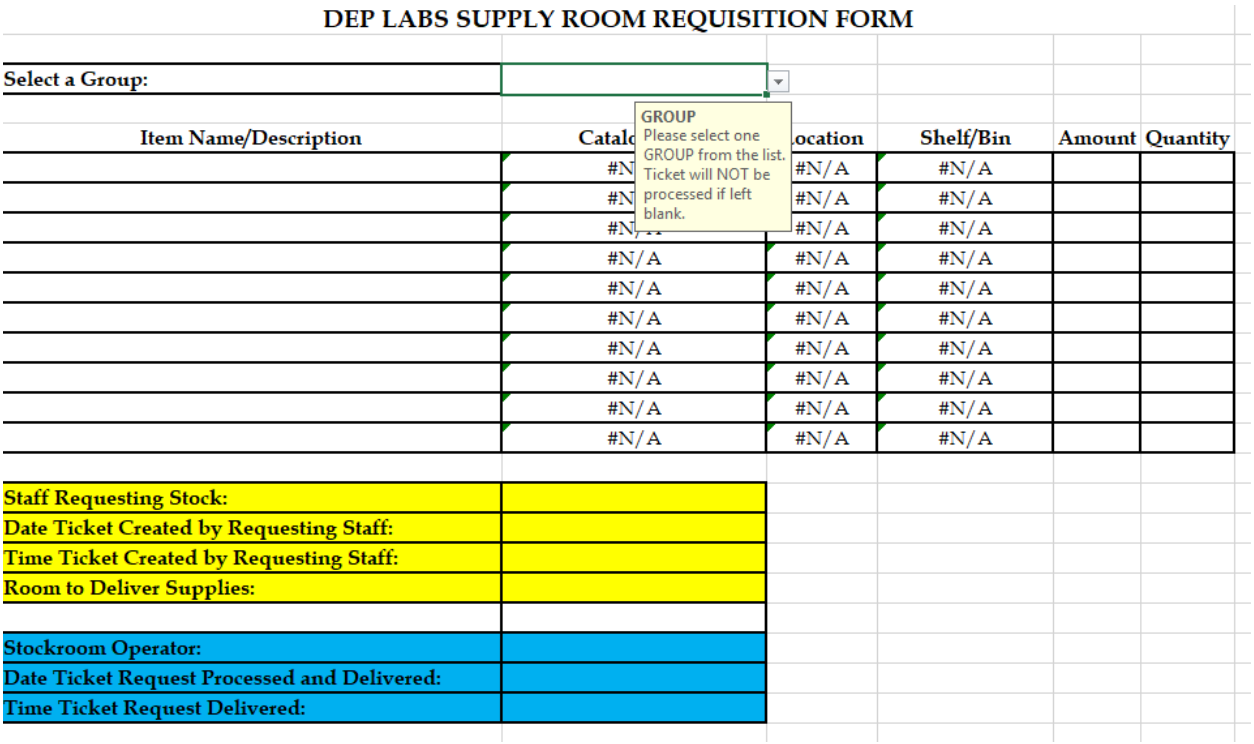
This document describes the standard operating procedure (SOP) for completing and submitting a stockroom request form at the DEP Laboratory. The SOP covers the steps lab staff need to take, to ensure that they receive the correct item or items in the proper amounts and quantities (each, pack, case). The form also allows lab staff to specify the delivery location of the items in the order. Deliveries are made by the stockroom custodian or delegate.

2. COMPLETING THE TICKET

2.1. Selecting the Required Fields

Select the cell next to the "**Select a Group**" cell and an arrow will appear. Select the arrow and a list will drop down for you to choose from. In a similar manner, the **Item Name/Description**, **Amount** and **Quantity** fields may all be populated using dropdown menus that appear when blank cells corresponding to these fields are selected. The same is true of the cell requesting the name of the person (**Staff Requesting Stock**) making the request (top row highlighted in yellow).

The **Catalog No**, **Location**, **Shelf/Bin** cells will auto populate from the master list when an **Item Name/Description** is selected first.



DEP LABS SUPPLY ROOM REQUISITION FORM

Select a Group:					
Item Name/Description	Catalo	ocation	Shelf/Bin	Amount	Quantity
	#N	#N/A	#N/A		
	#N	#N/A	#N/A		
	#N	#N/A	#N/A		
	#N/A	#N/A	#N/A		
	#N/A	#N/A	#N/A		
	#N/A	#N/A	#N/A		
	#N/A	#N/A	#N/A		
	#N/A	#N/A	#N/A		
	#N/A	#N/A	#N/A		
	#N/A	#N/A	#N/A		
	#N/A	#N/A	#N/A		

GROUP
Please select one GROUP from the list. Ticket will NOT be processed if left blank.

Staff Requesting Stock:	
Date Ticket Created by Requesting Staff:	
Time Ticket Created by Requesting Staff:	
Room to Deliver Supplies:	
Stockroom Operator:	
Date Ticket Request Processed and Delivered:	
Time Ticket Request Delivered:	

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2.2 Entering Date Ticket Created by Requesting Staff, Time Ticket Created by requesting Staff and Room to Deliver Supplies

These three cells must be filled in manually by the requesting Staff.

2.3 Submitting the Finished Request

When you are finished, email the ticket to Sara Armour (sara.armour@dep.state.fl.us) for processing. If there are any questions or issues, you will be emailed for corrections or further information.

This form ensures the stockroom counts are correct and gathers information on what group is using what stock items for better evaluations and decision making.

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