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LB-036-1.1

How to Complete and Submit a Stockroom Request Form

1.0 SCOPE/PURPOSE

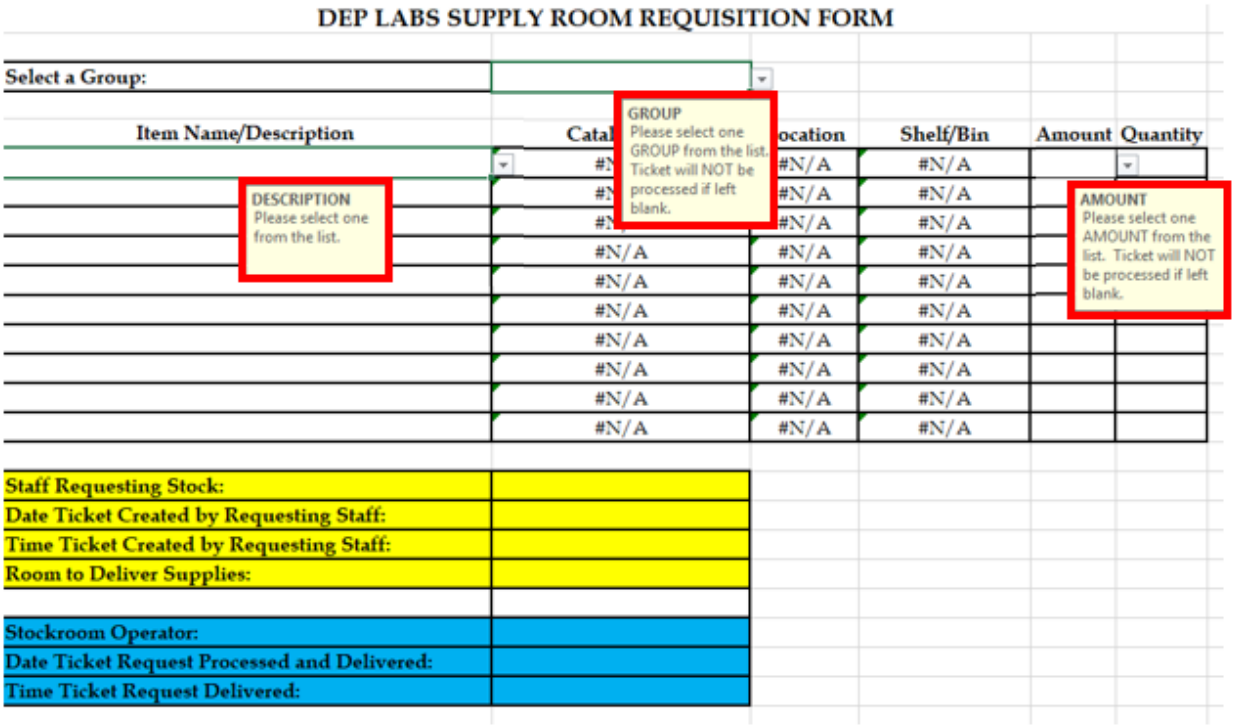
This document describes the standard operating procedure (SOP) for completing and submitting a stockroom request form at the DEP Laboratory. The SOP covers the steps lab staff need to take, to ensure that they receive the correct item or items in the proper amounts and quantities (each, pack, case). 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.

2.0 COMPLETING THE TICKET

2.1 Select 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 to choose from. The dropdown menu appears when blank cells corresponding to these fields are selected. In a similar manner, the **Item Name/Description**, **Amount** and **Quantity** fields may all be populated using dropdown menus. The same is true of the cell requesting the name of the person (**Staff Requesting Stock**) making the request (top row highlighted in yellow).

First, select the **Item Name/Description**; the **Catalog No**, **Location**, **Shelf/Bin** will then auto populate from the master list of the excel sheet.



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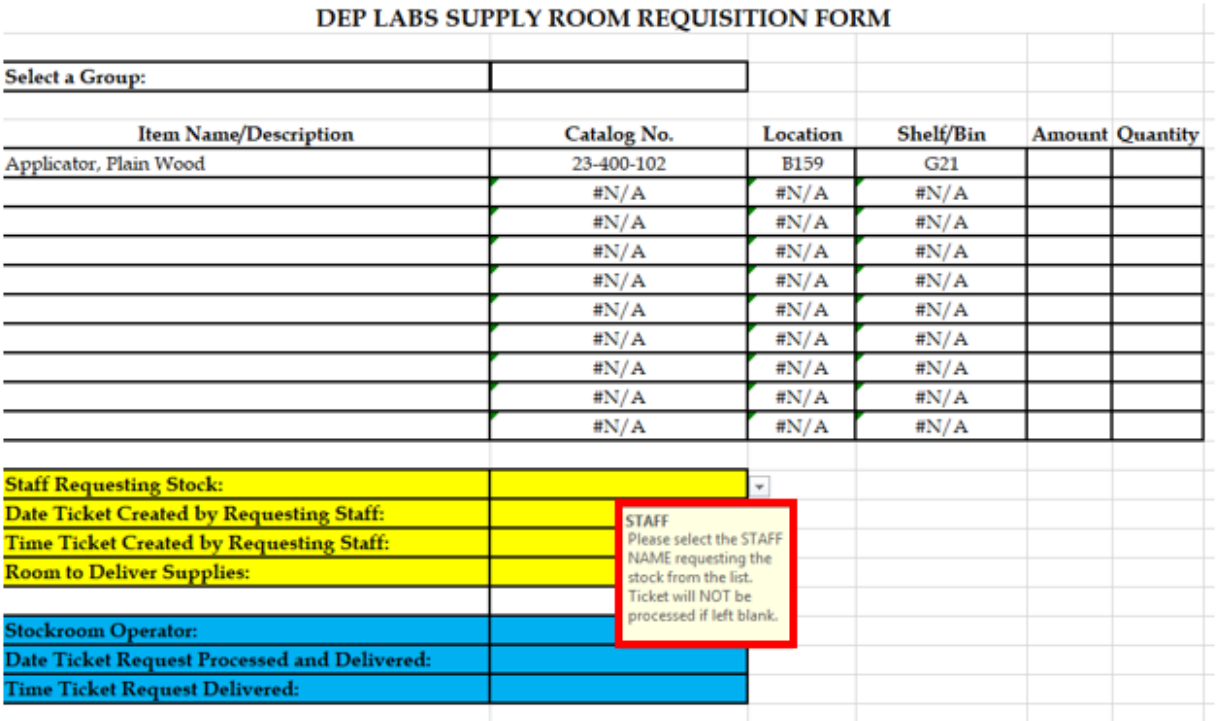
2.2 Enter and fill the four cells highlighted in yellow in the figure above.

The name of the person requesting the stock, date, time and room number where supplies need to be delivered must be filled in manually by the staff member requesting the supplies.

2.3 Submit the Finished Request

When you are finished, save and email the ticket to Reflacher Maddox (reflacher.maddox@dep.state.fl.us) for processing. If there are any questions or issues, you will be emailed for corrections or further information.

Note: 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.



DEP LABS SUPPLY ROOM REQUISITION FORM

Select a Group:					
Item Name/Description	Catalog No.	Location	Shelf/Bin	Amount	Quantity
Applicator, Plain Wood	23-400-102	B159	G21		
	#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	#N/A		

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:	

STAFF
Please select the STAFF NAME requesting the stock from the list. Ticket will NOT be processed if left blank.

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