Houston Public Works

Warehouse Material Request

Warehouse: _____ Cost Center: _____ Fund: _____ Date: _____

Requestor: _____ Employee #: _____ Authorized Signature: _____

Pick-Up By: _____ Employee #: _____

LINE	MATERIAL NUMBER	DESCRIPTION	UOM	REQ QTY	ISSUE QTY	BACK ORDER	UNIT COST	TOTAL COST

EMERGENCY ISSUE

Issued By Print : _____ Issued By Signature : _____ Employee # : _____

Checked By Print : _____ Checked By Signature : _____ Employee # : _____

Receiving Print : _____ Receiving Signature : _____ Employee # : _____

OFFICE USE ONLY

Reservation # : _____ Material Document # : _____ Transfer Order # : _____