Stock Part Creation or Deletion

Material Services MSC 3545 edall@nmsu.edu Phone 646-1550

ROUTING

Manufacturer Number:	SECTION 1: REQUEST	OR INFORMATION		
Create Stock Part Critical Spare Part Manufacturer Number: Part Description: Item:	Date (mm/dd/yy):	Requestor Name:		_ Phone Number:
Create Stock Part	E-mail Address:	Shop Na	me:	
Manufacturer Number:	SECTION 2: REQUEST	DETAILS		
Part Description:	☐ Create Stock Part ☐ Cri	tical Spare Part		
Class: Commodity: tem: Part needs Conversion?	Manufacturer Name:		Manufacturer Number:	
Unit of Measure: Part needs Conversion? Yes No Approved Vendor: Yes No Vendor Name: Critical Spare Part	Part Description:			
Approved Vendor:	Class:	Commodity:	Item:	
Part Number: Part Description:	Unit of Measure:	Part	needs Conversion?	
Part Number: Part Description:	Approved Vendor:	Yes □ No Vendor Name: .		
Part Number: Part Description:				
Purpose for keeping in stock: Delete Stock Part	·			
Part Number: Part Description:	Part Number:	Part Des	ecription:	
Part Number: Part Description:	Purpose for keeping in sto	ock:		
Part Number: Part Description:				
Part Number: Part Description:	□ Doloto Stook Port			
Is on hand quantity at zero?				
SECTION 3: OFFICIAL APPROVAL Note: All signatures are required for this request to be processed. Shop Supervisor Printed Name Shop Supervisor Signature Date Responsible Director Printed Name Responsible Director Signature Date Fac and Serv Exec Director Printed Name Warehouse Supervisor Signature Date			scription:	
SECTION 3: OFFICIAL APPROVAL Note: All signatures are required for this request to be processed. Shop Supervisor Printed Name Shop Supervisor Signature Date Responsible Director Printed Name Responsible Director Signature Date Fac and Serv Exec Director Printed Name Warehouse Supervisor Signature Date				
Shop Supervisor Printed Name Shop Supervisor Signature Date Responsible Director Printed Name Responsible Director Signature Date Fac and Serv Exec Director Printed Name Warehouse Supervisor Signature Date Warehouse Supervisor Printed Name Warehouse Supervisor Signature Date	Purpose for deleting part	from Stock:		
Shop Supervisor Printed Name Shop Supervisor Signature Date Responsible Director Printed Name Responsible Director Signature Date Fac and Serv Exec Director Printed Name Warehouse Supervisor Signature Date Warehouse Supervisor Printed Name Warehouse Supervisor Signature Date				
Shop Supervisor Printed Name Shop Supervisor Signature Date Responsible Director Printed Name Responsible Director Signature Date Fac and Serv Exec Director Printed Name Warehouse Supervisor Signature Date Warehouse Supervisor Printed Name Warehouse Supervisor Signature Date	050510110 05510111	4.555.074.1		
Shop Supervisor Printed Name Shop Supervisor Signature Date Responsible Director Printed Name Responsible Director Signature Date Fac and Serv Exec Director Printed Name Fac and Serv Exec Director Signature Date Warehouse Supervisor Printed Name Warehouse Supervisor Signature Date			anad	
Responsible Director Printed Name Responsible Director Signature Date Fac and Serv Exec Director Printed Name Fac and Serv Exec Director Signature Date Warehouse Supervisor Printed Name Warehouse Supervisor Signature Date	Note. All signatures are required	a for this request to be proces	sseu.	
Fac and Serv Exec Director Printed Name Fac and Serv Exec Director Signature Date Warehouse Supervisor Printed Name Warehouse Supervisor Signature Date	Shop Supervisor Printed Name		Shop Supervisor Signature	Date
Warehouse Supervisor Printed Name Warehouse Supervisor Signature Date	Responsible Director Printed Name		Responsible Director Signature	Date
	Fac and Serv Exec Director Printed N	ame	Fac and Serv Exec Director Signature	Date
	Warehouse Supervisor Printed Name		Warehouse Supervisor Signature	Date
SECTION 4: INTERNAL DEPARTMENT USE ONLY	SECTION 4: INTERNAL	DEPARTMENT LISE C	ONI Y	
New Part #: New Bin #: Entered By:				