



The University of Georgia

Facilities Management Division

Material Requisition Request for Projects

Requestor Information:

Requestor Name: _____ Shop #: _____

Work Order Number: _____ Date Needed: _____

Special Instructions:

Stock Information:

Stock Number	Quantity	Description

Received By: _____ Date: _____

Office Use Only:

Ordering Information:

Purchase Order Prepared

Purchase Order Number: _____

P-Card Order Prepared

P-Card Log Sheet Number: _____

Stock Information:

Purchase Order Received on: _____ Date of Release: _____

Staff Person Items Released to: _____ Transaction #: _____