

**WAREHOUSE
ISSUE/PICK-UP REQUEST**

SEND THIS REQUEST FORM TO:

NOAA Warehouse
7900 Cedarville Rd.
Brandywine, MD 20613

OR FAX TO:

(301) 372-2912

FOR WAREHOUSE USE ONLY

REQUEST NUMBER:

DATE RECEIVED:

DATE: _____ TELEPHONE NUMBER: _____

DELIVERY/PICK-UP ADDRESS: *(Give complete mailing address)*

REQUESTED BY:

BUREAU:

APPROPRIATION NUMBER:

TYPE OF REQUEST: *(Check one)*

ISSUE FROM STOCK

RETURN TO STOCK

OTHER _____

SIGNATURE OF APPROVING OFFICIAL:

SPECIAL INSTRUCTIONS:

ITEM NUMBER ¹	UNIT OF ISSUE ²	QTY	TITLE OR DESCRIPTION OF ITEM(S)	WAREHOUSE USE ONLY LOCATION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

¹ Enter CD Number, Serial Number or other appropriate identification number. Item number can be up to 15 positions.

² SD=SKID BX=BOX EA=EACH.

WAREHOUSE COMMENTS:

PULLED BY: _____ INSPECTED BY: _____

RECEIVED BY: _____

Print Name _____ Signature _____ Date _____

WAS ITEM DAMAGED? YES NO IF DAMAGED, PLEASE CALL COTR (301) 372-2925

CUSTOMER COMMENTS: *(Upon Receipt)*