

UK Supply Material Request Form

Date Time WO# or Cost Center

(10 digits)

Requestor

Phone Number Department

Material Requirement Date/Time Emergency Request *check box if applicable*

(Emergency Material Tracking Form must be completed)

Unloading Point

*It is the responsibility of the customer to confirm the accuracy of the information on this sheet.
UK Supply will not be responsible for return fees such as restocking or freight if wrong materials are ordered.*

SAP Item #	Description of Item	Qty	Item Cost	Vendor

(additional lines available on back)

Special Handling instructions:

Authorization

If pricing has been confirmed, documentation such as a quote or email needs to be included.