INSTRUCTIONS

PRINTING

MAIL TO:
DEPARTMENT OF STORES
REYNOLDS WHSE. #3
LEXINGTON, KENTUCKY 40506-0103

FAX TO:
DEPARTMENT OF STORES
323-1054

STORES REQUISITION

CHARGE ACCOUNT NUMBER			(B) Special Handling	(20) DATE FILLED
ACCOUNT NUMBER	OBJ CODE	USER CODE		Z

(C) FURNISH FOLLOWING MATERIALS TO:
DEPT

ADDRESS

FOR DELIVERY ☐
WILL PICK-UP ☐

DELIVERY INFORMATION		DEPARTMENT CREDIT
DATE	INITIAL	DATE
(D) DATE PREPARED		ITEM(S)

E LINE ITEM	F STOCK NUMBER (24)	G DESCRIPTION OF ITEM	H QUANTITY (32)	I UNIT OF ISSUE	J UNIT PRICE	K AMOUNT
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00

(L) REQUISITIONED BY	(R) AUTHENTICATION STAMP	(Q) DEPARTMENTAL STOCK RETURN	SUB TOTAL $ 0.00
NAME		STOCK NUMBER / QTY	3% OF Sub (O)
PHONE		REASON	TOTAL $ (P)
(M) APPROVED BY		**STORES USE ONLY**	
NAME		APPROVED / DATE / STOCK NUMBER	
	RESPONSIBLE PERSON/PI	QTY / DISPOSITION	

DATA PROCESSING/RECEIVING REPORT/PACKING SLIP/DEPARTMENTAL COPY

CLEAR FORM