

**PROCEDURES FOR USE, PREPARATION AND HANDLING OF
STORES REQUISITION**

When placing an order on a Stores Requisition, it is very important that certain information be specified on the requisition.

This document requires you to obtain document numbers before processing the form. Document numbers will be given out in minimum blocks of 50 numbers or multiple blocks of 50 at a time. Blocks of numbers may be obtained by contacting UK Stores at (859) 257-6116 or tsmaso2@pop.uky.edu.

Please insure that you do not exceed the block of numbers that you are assigned in order to avoid duplications.

You will need to keep a separate log for document numbers as they are assigned and used. This can be separate Word documents or a notebook. A Word document listing the document number, vendor or department sent to and the date issued is provided for your use (srlog.doc).

Please include the following information when completing the Stores Requisition:

(Note: a separate requisition must be submitted for each location.)

1. Your departmental account number.
2. The object code (this number can be obtained from the FRS Manual). This number must be included on the requisition.
3. The user code (this number is required for hospital accounts, but is optional for other areas - please check with your supervisor to see if you need to include this number on your order).
4. Please specify any special handling instructions.
5. Department name and address.
6. Please specify delivery or pick-up.
7. Stock number(s).
8. Description of item(s) ordered.
9. Quantity.
10. Unit of issue.
11. Requisitioned by and phone number - this is very important if there is a question about your order.
12. Signature of approval.

13. Stores Requisition number if using the Microsoft Word template.

Lexington campus deliveries will be made daily. Express Office Supplies will be targeted for next day delivery. All other deliveries will be shipped on a first-in first-out basis due to the large volume and varied nature.