

# YALE UNIVERSITY - Stock Request

- All Stock Requests must have an authorizing signature and PTAEO distribution code.
- Requests with incomplete information will be returned to the Requisitioner.
- For more information, please visit the TRS Website at [www.yale.edu/trs](http://www.yale.edu/trs)

**SR #**

SHIPPING TICKET NUMBER:

ORDER NUMBER:

FURNISH TO: Last Name:		First Name:			Date: DD/MON/YYYY
Department:		Phone:			Fax:
DELIVERY LOCATION: Building Name		Street:			Room Number:
AUTHORIZER: (Print or Type Name)		Signature of Authorizer:			Date Authorized:
DISTRIBUTION CODE (NO SPLIT CHARGING)	Project	Task	Award	Expenditure Type	Organization

**TO BE COMPLETED BY THE STOCKROOM**

YALE STOCK NUMBER	ITEM DESCRIPTION (one item per line)	UNIT OF ISSUE	QUANTITY ORDERED	QUANTITY ISSUED	UNIT PRICE	EXTENDED PRICE
<b>TOTAL:</b>						

<b>For Stockroom/Delivery Use Only</b>		
Order Filled/Issued By:	Date Filled:	No. of Parcels:
Order Received By (print):	Date Received:	
Receiver Signature:		
Delivered By:	Delivery Date:	