



# SMC INVENTORY REQUEST FORM

Send this form to: dept\_warehouse@smc.edu

Requester Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Location: \_\_\_\_\_  
(EXACT LOCATION FOR DELIVERY)

Date: \_\_\_\_\_ Request#: \_\_\_\_\_

ITEM CODE	DESCRIPTION	QTY REQUESTED	UNIT OF MEASURE	QTY ISSUED (WAREHOUSE USE ONLY)
E100	SMC Logo #10 Envelopes 500/Box			
E100W	SMC LOGO #10 ENVELOPES WITH INDICIA, 500/BOX			
C101	CERTIFICATE 8½ X 11 100/PACK			
CC102	CERTIFICATE COVER 8½ X 11, 100 PACK			
LH103	LETTERHEAD 8½ X 11 250/PACK			
BR901	BUSINESS REPLY #9 ENVELOPES, 500/BOX			
SU201	SUMMER ACADEMIC SCHEDULE, 25/BUNDLE			
SP202	SPRING ACADEMIC SCHEDULE 25/BUNDLE			
WIN203	WINTER ACADEMIC SCHEDULE, 25 BUNDLE (ONLINE ONLY)			
FA204	FALL ACADEMIC SCHEDULE, 25 BUNDLE			

ACCOUNT #: (REQUIRED) \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE (REQUIRED) PRINTED NAME EXT.

**FOR WAREHOUSE USE ONLY:**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_