UK Supply Material Request Form

Date _____ Time _____ WO# or Cost Center _____
(10 digits)

Requestor _____

Phone Number _____ Department _____

Material Requirment 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.