

In-House Supply Store: Suggested Inventory

1. Department Information:

Name: _____

Email: _____@udc.edu Phone: _____

Department: _____

2. Product Information:

Product Type: _____

Product Description:

MFN: _____

Price per Unit: \$_____

Unit of Measure:

Estimated Size/Dimensions: _____

Approximate Weight (if known): _____

Source of Pricing Information (web address):

3. Quantity Forecasting:

What quantity does your Department use on a monthly basis? _____

Would this be a recurring purchase? Yes No

What quantity is your Department willing to commit to purchase (at the given price point)? _____