

Date:

Lab Stores On-Line New Stock Consideration Form

Department:	Phone Number:
Building Name:	Room Number:
Your Name:	Email address:
Item Description:	
If this item replaces an existing stock item, please enter Lab.	
Stores Stock Number:	
Reason for requesting change:	
Supplier's Catalog Number:	
Manufacturer's number – if different from supplier:	
Packaging description: (example: 100/box)	
Estimated Monthly Usage:	
** If you discontinue using this item, please give Lab Stores 90 days notice before doing so. **	

Email completed form to: labstores@asu.edu or
FAX completed form to: 5-0994