## Sample 1.5. Stockroom New Item Suggestion Form

Unity Lab Services
Part of Thermo Fisher Scientific

### Stockroom New Item Suggestion Form

**General Information**

- Please email this form to wcrc@yale.edu
- We value your input on the Resource Center's inventory. Thank you for your suggestions!
- Please use this form to suggest new items for inclusion in the Resource Center catalog.

**Section I - Requestor Information**

| Requestor's Name | Date | E-mail | Phone |
|---|---|---|---|
| | | | |

**Section II: Item(s) Suggested**

| Supplier | Catalog Number | Item Description | Unit of Use | Monthly Useage |
|---|---|---|---|---|
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Comments

**Section III: Authorization**

| Signature (If on paper, name if e-mailed) | Date |
|---|---|
| | |