



**Submit to: Warehouse Coordinator, Distribution Services
Materials Management Building
Email: smsstorage@ualberta.ca**

CONTACT INFORMATION

Name:

Department:

Phone Number:

Email:

Estimated Storage Term:

Speed Code:

Account:

DETAILS

ITEM	QTY	DESCRIPTION	U of A TAG#

Shared Services use only		
SQ FT	ID NUMBER	LOCATION

Date:

Signature:

Review Date: