

U.S. DEPARTMENT OF COMMERCE

WAREHOUSE ISSUE/PICK-UP REQUEST

SEND THIS REQUEST FORM TO:
 Department of Commerce Warehouse
 8510 TRUCK WAY
 CAPITOL HEIGHTS, MD 20743
OR FAX TO:
 (301) 763-4195

FOR WAREHOUSE USE ONLY
REQUEST NUMBER:
DATE RECEIVED:

DATE: 05/18/02	TELEPHONE NUMBER: 202-482-5436
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DELIVERY/PICK-UP ADDRESS *(Give complete mailing address)*

REQUESTED BY:
N. Harris

DOC/ITA/DOA/OOMS

BUREAU:
ITA/

14th & Const., Ave. NW Room 4001

APPROPRIATION NUMBER:
001/XXXXXX/XXXX

Washington, DC 20230

SIGNATURE OF APPROVING OFFICIAL:

TYPE OF REQUEST:
 ISSUE FROM STOCK RETURN TO STOCK
 OTHER _____

SPECIAL INSTRUCTIONS:

ITEM NUMBER ¹	UNIT OF ISSUE ²	QTY	TITLE OR DESCRIPTION OF ITEM(S)	WAREHOUSE USE ONLY LOCATION
1. ITA/STA-1	Bx	2	ITA Letterhead	
2. ITA/STA-6	BX	2	Envelopes, White, 4 1/2 x 9 1/2 (meter)	
3				
4				
5				
6				
7				
8				
9				
10				

¹ Enter CD Number, Serial Number or other appropriate identification number. Item number can be up to 15 positions.
² SD=SKID BX=BOX EA=EACH.

WAREHOUSE COMMENTS:

PULLED BY: _____ INSPECTED BY: _____

RECEIVED BY: _____