

# Stock Request Form

**Section I. To be completed by Requester**

*Instructions: Complete and sign the section below. Have a Sales Manager sign below. Then submit the completed form to Inventory Control Manager.*

**Section II. To be completed by Inventory Control Staff**

*Instructions: Review the submitted request. Meet with requester to review the request and your proposed stock plans. When completed, sign and file the document and schedule the first quarterly review.*

Part Number	Unit Sales Price	Forecast by Month & Quarter (# of units to be sold)						12 Month Forecast	
		1st month	2nd month	3rd month	2nd quarter	3rd quarter	4th quarter	Total Qty	Total \$Sales
1									
2									
3									
4									
5									

Total Forecasted Annualized Sales:

Requested for:

\_\_\_\_\_   
 Customer Name / Location

**Risk Assessment**

YES NO

- YES  NO Will the sales of these items replace sales of currently stocked items?
- YES  NO Will customer commit to a stock liability agreement?
- YES  NO Will the customer provide regular usage forecasts for these items?
- YES  NO Will the customer place scheduled purchase orders for these items?
- YES  NO Will the customer place a blanket purchase order for these items?

Comments:

Requested by:

\_\_\_\_\_   
 Print

\_\_\_\_\_   
 Sign

\_\_\_\_\_   
 Date

Approved by Sales Manager:

\_\_\_\_\_   
 Print

\_\_\_\_\_   
 Sign

\_\_\_\_\_   
 Date

Initial Inventory Stock Plan Parameters							
Unit Cost	\$ACOGS	Lead Time	Purch Class	Method	MIN/OP	MAX/OQ	SSD

Notes:

Inventory Plan Analysis/Implementation Completed by:

\_\_\_\_\_   
 Print

\_\_\_\_\_   
 Sign

\_\_\_\_\_   
 Date