COLORADO DEPARTMENT OF TRANSPORTATION

SUPPLIES REQUEST

TO BE CHARGED TO (select **one**):
1.❑ Orgn's 2.❑ Projects 3.❑ Grants 4.❑ Storerooms (BSA)

Date	Requestors (Originating Cost Center)	Requestors Phone	Store issue no.
	Requestor name	Approved by	Store issue date

SAP #	Item description	Quantity ordered	Unit of issue	Quantity issued	Orgn. (cost center)	Function	N/P	Movement 201 221-N 921-P	WBS	Plant	Equipment or property #	Back order quantity

REQUIRED FIELDS FOR CODING
For Organizations: Fund, Orgn, Function, N
For Projects: Function, N or P, WBS (Project-sub-phase)
For Grants: Function, N, WBS (Grant)
For Storerooms: Balance Sheet Account (BSA)

SHADED AREAS FOR STOREROOM USE ONLY

Received by

Date

Original and yellow copies to storeroom/pink copy retained by requestor **Previous editions may be used until supplies are exhausted** **CDOT Form #960 10/08**