

Date Requested:

PLEASE NOTE: Completed STO Maintenance Forms should be faxed to (754) 321-4775

If you have any questions regarding this form, please contact the Central Warehouse at (754) 321-4721

Requestor Information:	
School or Department Name:	Location #:
<input type="text"/>	<input type="text"/>
Requestor/Contact Name::	Telephone #:
<input type="text"/>	<input type="text"/>

Form Directions:
<ul style="list-style-type: none"> • Enter the STO #, Requisition #, Item #(s), and Description(s) into the table below • For items that have not been delivered, do one of the following: <ul style="list-style-type: none"> ○ Select Cancel Item (OR) ○ Indicate the quantity to be reduced • For Items that have been delivered: <ul style="list-style-type: none"> ○ Indicate the quantity being returned

Order Information:	
STO #:	Requisition #:
<input type="text"/>	<input type="text"/>

Changes Requested:				
Item #	Description	Cancel Item	Reduce Qty To:	Returned Qty:
<input type="text"/>	<input type="text"/>	Y N	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Y N	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Y N	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Y N	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Y N	<input type="text"/>	<input type="text"/>

Comments:
<input style="height: 100px;" type="text"/>