

KETTERING REQUEST FOR STORAGE OR EQUIPMENT RELEASE



Date: _____

- Equipment Release
- Warehouse Storage

Description: _____

To Be Reviewed: _____
Date

Scrapped: _____
Date

Condition: _____

Reason For (Release - Storage): _____
(cross out one)

Location: _____

Date To Be (Released - Stored): _____
(cross out one)

Requested: _____

Approved: _____
Department Chair

FOR SUPPLY STORES ONLY

Number Of Pieces: _____

Move Order Number: _____

Stored In: _____

Date: _____