### Requisitions - Materials

**1.0 PURPOSE AND SCOPE**

The purpose of this document is to outline how the Logistics Requisition form D0001.1036-1 is processed and completed for disbursement of materials from inventory.

**2.0 AFFECTED DEPARTMENTS**

All Departments

**3.0 REFERENCE DOCUMENTS**

D0001.1036-1 Logistics Requisition form

D0001.1102 ESD Guidelines

**4.0 RESPONSIBILITIES & AUTHORITY**

The Logistics Supervisor maintains authority over materials requisitions and is responsible for the processing of the requisition forms. All employees who work in the Logistics Department are required to follow this procedure.

**5.0 DEFINITIONS**

**BSD -** Business Systems Database

**6.0 SAFETY PRECAUTIONS**

Consult area Supervisor for any specific safety precautions that need to be taken.

**7.0 EQUIPMENT & MATERIALS**

BSD current version

Computer and relevant accessories for operating the software

**8.0 INSTRUCTIONS**

 **8.1 Submitting the Logistics Requisition Form**

In order for an employee to receive materials, items, or products from inventory, a "Logistics Requisition" form must be completed. The following information must be written on the form by the employee:

* Employee Name
* Date
* Quantity Needed
* Item number(s) being requested
* Serial number if applicable
* Job Order number or General Ledger account number to issue the item.
* Cost of the item being checked out to an General Ledger account number
* Authorized Signature is required when items exceed the employees signing limit

**8.2 Processing the Stores Requisition Form**

A Logistics employee processes the requisition by:

* Verify cost does not exceed signing limit
* Adding item quantity to job number if needed
* Part issued to job or GL # and quantity recorded on form
* The Logistics employee initials the form

The completed forms are placed in the designated area. The forms are picked up throughout the day and entered into the BSD by the Logistics Supervisor or a designated employee.

**9.0 INSPECTION**

NA

**10.0 RECORDS**

The Logistics Requisition forms are kept on file for at least -1 year in the Logistics area.

**11.0 DISTRIBUTION**

All Departments

**12.0 ATTACHMENTS**

None

**13.0 REVISION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
|  | B | 09/26/00 | NJ | Referenced safety/ESD document #’s –and changed the amount of time that the forms are kept in Materials Control. |
| 456 | C | 07/26/02 | NJ | Referenced Employee Handbook for safety policies. Also added that the amount issued is also recorded on the requisition form. |
| 641 | D | 9/30/03 | NJ | Changed reference documents, changed where requisition slips are placed at window, and made other minor changes. Added the LD Stores Requisition form. |
| 910 | E | 11-18-05 | DSM | Added form D0001.1036-2 for production purposes. |
| 1025 | F | 7/24/07 | HKB | General Update |
| 1108 | G | 5/27/08 | DAR | Updates |
|  | H | 1/25/18 | AW | Deleted form D0001.1036-2 |
| 2005 | I | 11/11/20 | NJ | Updated procedure and form D0001.1036-1 |