

REQUEST TO STOCK NEW LINE ITEMS

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. DATE (YYYYMMDD)	2. TO: ACCOUNT MANAGER, DSCP	3. PRIME VENDOR REPRESENTATIVE
4. REQUEST YOU STOCK THE FOLLOWING ITEM	5. ITEM IS FOR USE BY (<i>Installation(s)</i>)	
6. DSCP CATALOG NUMBER		
7. ITEM DESCRIPTION		
a. MANUFACTURER		b. MANUFACTURER'S SKU IF KNOWN
c. UNIT OF ISSUE	d. BRAND NAME	
8. ESTIMATED WEEKLY USE (<i>Estimate number of cases. Estimate does not commit installation to purchasing this number of cases; is an estimate only.</i>)	9. WILL CATALOGING THIS ITEM RESULT IN REDUCING USAGE OF AN ITEM ALREADY IN YOUR CATALOG? <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. IF YES, IDENTIFY THE STOCK NUMBER OF THE ITEM FOR WHICH USAGE WILL BE REDUCED	11. IF YES, PROVIDE THE ITEM DESCRIPTION	
12. COMMENTS (<i>Include statement as to whether this stock number is required to support a commercial concept.</i>)		
13. REQUESTED BY (<i>Food Program Manager</i>)		14. DATE (YYYYMMDD)

NOTE: Provide a copy of this request to both your DSCP and prime vendor account managers simultaneously to expedite stockage of the items desired.