



Purchasing Office
Telephone 4334 Fax 3497

Request for New Material Master

Requested by	
Date	
E-mail Address	
Department	
Telephone Number	
Fax Number	

DETAILS, if completed by hand please print

Please state 'type' - Publication, short course, etc.,	
Description	
General Ledger Code	
Material Group	
Price, if standard	
VAT classification, if known	
Unit of measure	

Purchasing Office Use		
		Date
Request actioned		
Request not actioned		
Completed by <i>(if not actioned state reason)</i>	Material number	