

# Stock Transport Order Maintenance Form

School or Department Name/Location#: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Enter STO and Requisition Numbers, Item Number and Description. If the Item has not been delivered check Cancel Item or indicate the quantity to be reduced. For Items that have been delivered indicate the quantity you are returning.

STO Number: \_\_\_\_\_ Req. Number: \_\_\_\_\_

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

Cancel Item Y/N: \_\_\_\_\_ Reduce by: \_\_\_\_\_ Returned: \_\_\_\_\_

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

Cancel Item Y/N: \_\_\_\_\_ Reduce by: \_\_\_\_\_ Returned: \_\_\_\_\_

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

Cancel Item Y/N: \_\_\_\_\_ Reduce by: \_\_\_\_\_ Returned: \_\_\_\_\_

Comments:

## Materials Logistics Department 9613

(Central Warehouse, Textbooks Warehouse, Pony Room, B-Stock, Central Processing Lab)

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