

Department of Transformation and Shared Services

Governor Asa Hutchinson Secretary Amy Fecher Director Ed Armstrong

Rev. 10/21/2019

MATERIAL MASTER REQUEST

New	Change*	Delete*
*Material Number:		
Material Category		
Consumable (non-stock)	Stock (inventory)	Service
Plant Information (Stock Material Only)		
Plant Number:		
Storage Location:		
Describe the material and how it will be used:		
Unit of Measure		
Base Unit of Measure:		
Base UOM Conversion:		
Alternate UOM (optional):		
Alternate UOM Conversion:		
Reporting		
Suggested GL Account:		
Reporting Category:		
Agency Contact Information		
Requester's Name:		
Agency Name:		
Telephone Number:		
Agency Number:		
Please Remit Form to your Agency	Approving Official.	