



## 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.