

STOCK REPLENISHMENT NOTICE
FIRST NOTICE

Program Office : Notice : 1100807
Management Officer : Date : 07/12/88
Room :

Item No. : Type : PUBLICATIONS
Item Title :

Expiration Date : / / NO EXPIRATION DATE

Quantity On Hand : 0
Avg. Mo. Usage : 0 Qty. Requested : 500

Quantity On B/O : 0

Packing Instructions : 0 PER
(If blank, DO NOT shrink wrap) box weight not to exceed 35 pound.

INSTRUCTIONS:

Complete and return this document, along with the following to supply and distribution section RM-B-237 within 2 weeks.

- (1) A copy of your completed (Form HUD-20) when ordering Forms, Issuances, Letterhead and Publications from the Printing Branch.
- (2) A copy of your completed (Form HUD-10.4) when ordering Envelopes from the Office of Procurement and Contracts.
- (3) Consider adding the B/O QTY to the Qty. Requested upon reordering.

() REPRINT/REORDERING

Order No. : _____ Date : _____ Quantity : _____

- () Requested replenishment quantity is approved.
- () Quantity changed. Adjust FIPS maximum and reorder levels.
- () Quantity reduced, pending approval of revision or completion of OMB clearance.
- () Item will not be reordered.
- () Item will be revised on _____.
- () Dated material use existing stock.
- () Item is obsolete, use existing stock.
- () Item is obsolete, destroy existing stock.

Other (Specify) _____

Signature and Date _____