



## 24/7 FlexHub Manual Stock Issuance Request

**Overview:** This form can be used by customers to request 24/7 FlexHub stocked products be issued to a work order by Warehouse Services staff.

### Customer information

Name: \_\_\_\_\_

Date: \_\_\_\_\_

MSU email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Unit: \_\_\_\_\_

Dept: \_\_\_\_\_

Work order #: \_\_\_\_\_

### Item information

24/7 FlexHub SKU	Quantity	Item description

### Reason for manual issuance:

☐ AppTree inaccessible    ☐ WiFi inaccessible    ☐ Personal device inaccessible    ☐ Unsure how to use AppTree

☐ Other: \_\_\_\_\_

### Staff only

Received by (initials): \_\_\_\_\_

Date issued: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_