



Transaction ID
O C _____

New Modification Cancellation

Department Name

Prepared By

Telephone #

Date of Record

(MM/DD/YYYY)

Budget FY

(YYYY)

Accounting Period

(MM/YYYY)

Warehouse

Requesting Unit

Requested By

Telephone #

Comments

Over the Counter Transaction

Commodity Details

Line	Stock Item #	Requested Quantity	Issue Unit	Stock Item Description

Accounting Details

Ref Comm Line(s)	Fund	Dept	Unit	Appr	Object	Activity	Function	Program	Phase	Line Description

Authorized Signature

Date

Received By

Date

Entered By

Date