U.S. DOC Form doc-cd-540

FORM **CD-540**
(REV. 6-04)

U.S. DEPARTMENT OF COMMERCE

WAREHOUSE ISSUE/PICK-UP REQUEST

SEND THIS REQUEST FORM TO:
NOAA Warehouse
7900 Cedarville Rd.
Brandywine, MD 20613

OR FAX TO:
(301) 372–2912

FOR WAREHOUSE USE ONLY

REQUEST NUMBER:

DATE RECEIVED:

DATE:

TELEPHONE NUMBER:

REQUESTED BY:

BUREAU:

APPROPRIATION NUMBER:

SIGNATURE OF APPROVING OFFICIAL:

DELIVERY/PICK-UP ADDRESS: *(Give complete mailing address)*

TYPE OF REQUEST: *(Check one)*

☐ ISSUE FROM STOCK ☐ RETURN TO STOCK

☐ OTHER _____

SPECIAL INSTRUCTIONS:

ITEM NUMBER[1]	UNIT OF ISSUE[2]	QTY	TITLE OR DESCRIPTION OF ITEM(S)	WAREHOUSE USE ONLY LOCATION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

1 Enter CD Number, Serial Number or other appropriate identification number. Item number can be up to 15 positions.
2 SD=SKID BX=BOX EA=EACH.

WAREHOUSE COMMENTS:

PULLED BY:

INSPECTED BY:

RECEIVED BY: _____ _____ _____
Print Name Signature Date

WAS ITEM DAMAGED? ☐ YES ☐ NO IF DAMAGED, PLEASE CALL COTR (301) 372-2925

CUSTOMER COMMENTS: *(Upon Receipt)*