You must complete the following boxes before sending to CSS / Distribution:

|  |  |  |
| --- | --- | --- |
| **Today’s Date:** | **Requested By:** | Issued By: |
| **Requestor Code:** | **Requesting Area:** | Received By: |

Please enter the item descriptions and quantity amounts in the **Quantity Requested** column. The ‘**Issued By’** and **‘Received By’** columns will be entered upon your staff pick up from CSS Distribution Pick Up Window; Hours: Open **Monday to Friday,** except holidays, from **8:30am to 4pm**.

| **Lawson/ CSS Catalog #** | **DESCRIPTION** | **Size or Style** | **QUANTITY**  **REQUESTED** | **Quantity**  **ISSUED** |
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