



Central Sterile Supply / Distribution Ordering Instructions

You must complete the following boxes before faxing over to CSS / Distribution:
Date, Requested By, Requestor Code, Requesting Area

Date:	Requested By:	Issued By:
Requestor Code:	Requesting Area:	Received By:

Issued By and Completed By boxes will be entered when you/your staff pick up the requested items in CSS / Distribution. Please note that the CSS Window Pick Ups - Open Monday to Friday, except holidays, from 8:30am to 4pm.

Please enter the amount required next to the **Quantity Requested**.

***Issue UOM** is the unit of measure that the items are issued.

LAWSON	MANUF	DESCRIPTION	QUANTITY REQUESTED	ISSUE UOM
123828	0409-1583-02	0.9% SODCHL 250ML		EA
123824	0409-7418-03	10% LMD 5% DEX		EA
123817	PS-360/10	152CM PUMP TUBING SET		EA
123823	0409-1535-03	20% DEX INJ 500ML		EA
123826	0409-1522-02	5% DEX INJ 250ML		EA
123827	0409-1522-03	5% DEX INJ 500ML		EA
123466	BG-006-01	6 LOW VOLUME MINIBORE		BX
123452	22660	ADAPTER EKG ALLIGATOR CLIP GRN		EA
107718	2000E	ADAPTER IV MALE LL W/FILTER		BX

Please direct all questions to CSS Distribution Personnel:

- Phone Number: 718-270-4009
- Fax Number: 718-270-4206
- E-mail questions to: CSSDistribution@downstate.edu