Request to Add Item(s) Form

Item Number	Item Description	Equipment Bill of Material	Estimated Annual Usage	Minimum/ Maximum Stocking Levels	Reorder Point	Reorder quantity	Cost per Unit Price	Estimated Carrying Cost	Estimated Order Lead Time (days)

Reason for Request:

Area Used:	Approvals
Equipment Number:　　　　　　　　Name:	General Manager (based on dollar investment);
Manufacturer　　　　　　　　Serial Number:	Maintenance Manager;
Model Number:	Maintenance Planner;
Other Data:	Purchasing;
	Storeroom Inventory Manager;

* The item requested has already been confirmed as a repair component that will support an equipment asset currently in operation
* The item requested has been added to the Bill of Material and is waiting for the item number to be assigned
* The evaluation is made by the Maintenance Planner, Purchasing, Storeroom Inventory Manager with senior management support
* The Maintenance Planner completes and submits this form to the Gatekeeper to complete the Item Master entry in the CMMS
* The carrying cost factor should be available from the Accounting Department, is compiled of many factors and is expressed as a percent of the item value