

FORM P5095  
REQUISITION CARD

1. GENERAL

1.01 This section describes how to use Form P5095, Requisition Card.

1.02 It is reissued to replace Form P5095-SC (Stock Record: Stationery - Office Supplies - Miscellaneous Material) with Form P5095.

1.03 Since this is a general revision, arrows ordinarily used to indicate changes have been omitted.

2. USE OF FORM P5095 (See Fig. 1)

2.01 Requisition cards may be used to maintain local stocks of stored materiel at levels consistent with actual usage.

2.02 A requisition card is prepared for each type of materiel stocked. Entries are made in the spaces provided with the following captions:

- (a) CARD NUMBER: Number the cards consecutively. These numbers are used to:
    - (1) Establish the card filing order.
    - (2) Associate storage locations with cards.
    - (3) Schedule inventories.
  - (b) ITEM: Enter the commonly used name of the item.
  - (c) LOCATION: Enter the exact storage location (locker, shelf, drawer, bin, etc.).
  - (d) CATALOG LISTING: Enter the exact listing from the Catalog of Supplies.
  - (e) STOCK, NON-STOCK: Enter this information from the Catalog of Supplies.
  - (f) MAXIMUM STOCK: Enter the amount established by actual usage and space available for storage.
  - (g) MINIMUM STOCK: Enter the amount established by actual usage and length of time required to restock.
  - (h) ORDERING UNIT: Enter the ordering unit (package, pad, each, etc.) from the Catalog of Supplies.
  - (i) CODE OR ACCOUNT: Enter the appropriate code or account.
  - (j) MISCELLANEOUS: Enter additional ordering information or a description of the item.
  - (k) DATE: Enter the date the quantity on hand is posted.
  - (l) QUANTITY ON HAND: Enter the quantity on hand as counted on scheduled inventories or as items are removed from stock. (To facilitate updating cards as items are removed from stock, each storage location (locker, shelf, drawer, bin, etc.) can be marked with the number of the associated card.)
  - (m) QUANTITY WANTED: Enter the quantity to be ordered when the quantity on hand reaches the minimum stock figure. (The quantity on hand and the quantity wanted should not exceed the maximum stock figure.)
  - (n) APPROVED: The approving supervisor shall enter his initials after each order is reviewed with the requisition card(s) to assure that quantities and items ordered are reasonable and correct.
  - (o) REQUISITION NUMBER: Enter the number of the order. (Only orders for nonstock items are numbered.)
  - (p) DATE: Enter the date the order is placed.
  - (q) RECEIVED QUANTITY AND DATE: Enter the quantity received and the date of receipt. (Adjust the quantity-on-hand figure when the items are received.)
  - (r) REMARKS: To be used as determined locally.
- 2.03 Requisition cards are filed numerically, by card number, in a conveniently located file.

*Note:* Requisition cards may also be used as markers to indicate minimum stock levels (see Fig. 2).

