

Appendix 4

Stock Replenishment Notice

STOCK REPLENISHMENT NOTICE
F I R S T N O T I C E

Supply Source : PLAN & DEVELOP Notice : 1100865
Management Officer : JACK BARN Date : 06/23/88
Room : 232
Item No. : HUD-400 Type : FORMS
Item Title : FUNDING APPROVAL & GRANT
 AGREEMENT /RENTAL REHAB
Expiration Date : / / NO EXPIRATION DATE
Quantity On Hand : 0
Avg. Mo. Usage : 0 Qty. Requested : 1,000
Quantity On B/O : 1,100
Packing Instructions:
(If blank, DO NOT shrink wrap) box weight not to exceed 35 pound.

INSTRUCTIONS:

Complete and return this document, along with the following to supply and distribution section RM-B-237 within 2 weeks.

- (1) A copy of your completed (Form HUD-20) when ordering Forms, Issuances, Letterhead and Publications from the Printing Branch.
- (2) A copy of your completed (Form HUD-10.4) when ordering Envelopes from the Office of Procurement and Contracts.
- (3) Consider adding the B/O QTY to the Qty. Requested upon reordering.

() Reprint/Reordering

Order No. : _____ Date : _____ Quantity : _____

- () Requested replenishment quantity is approved.
() Quantity changed. Adjust FIPS maximum and reorder levels.
() Quantity reduced, pending approval of revision or completion of OMB clearance.
() Item will not be reordered.
() Item will be revised on _____.
() Dated material use existing stock.
() Item is obsolete, use existing stock.
() Item is obsolete, destroy existing stock.

Other (Specify) _____

Signature and Date
