

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- () Item is obsolete, use existing stock.
- () Item is obsolete, destroy existing stock.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