

ITEM MASTER REQUEST FORM TO ADD NEW ITEM AND/OR CATEGORY

This form included all the fields required on the Master file, and to be filled by the user requesting addition or inactivation of an inventory or expense item and category or sub category, it will be forwarded to Purchasing director and MMD director. The Purchasing Department will check the conformity of the data during the ordering process to report and correct any discrepancy such as description, category etc.

Fields required on the master file- To be completed by the Requestor	Description	Responsibility
*Item Number		MMD
*Item Class or Category		User
**Item Reference or Vendor part Number		User
**Manufacturer Name		User
Item Description- use Standard Description		User
**Consigned Item Flag (Y/N)		MMD/User
Unit Of issue- Unit Of Measurement from packaging		User
**Inventory Item Flag- Inventory Item or Expense		MMD
Pharmacological class- For Pharmacy items		User
**Asset Flag- Item is an asset (Y/N)		MMD
**To set up new Category : Name		Purchasing
**Sub-Category name - New		Purchasing
* Account Number for expense items		MMD/ Comptroller

***This field is reserved for purchasing/MMD**

**** Non Mandatory field and may be subject to modification by purchasing/MMD**

Comments:

Is the new item linked to existing equipment e.g. a spare parts or accessories, if yes, please specify?

Will this new item replace a currently used item along with its related disposables? If yes, please specify which item and explain the reason for replacement:

PEC (product evaluation committee) approval secured: Yes _____ No _____

Additional information: _____

Requester and Approver information:

Requestor's Name	Signature	Title	Division	Date
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Approver's Name

Approver Signature

Title

Division

Date