## **Warehouse Services Manifest**

Department:		Contact Name:
Email Address:		Phone Number:
Building/Room Number:		
approved manifest and enter a up any item(s) without an WS	work order for Materials Mo Approved Manifest. Material	ties@liberty.edu for approval. Warehouse Services will return the vement to pick up all item(s) listed. Materials Movement will not pick is Movement will ONLY pick up the item(s) listed ON the Approved email to warehousefacilities@liberty.edu.
Will Items be Reused by	Department: NO Y	ES Reuse Date:
item(s) for a maximum of 6 m	nonths, except in extenuating cusing the item(s) please list t	andatory field. Warehouse Services can only store furniture or like ircumstances with prior approval.  he estimated monetary value for liquidation purposes. If no tem(s) at fair market value.
Quantity:	Li	st of Items being moved:
Special Instructions:		
	For	Official Use Only  Rev 09/
M Approval:	Date Completed:	Work Order #
'S Approval:	Date Completed:	Storage Location: