

 <p>GUST Gulf University for Science and Technology جامعة الخليج للعلوم والتكنولوجيا</p> <p><i>FACILITIES MANAGEMENT DEPARTMENT</i></p> <p>Material Request</p>	Approved By: Prof. Dr. Bassam Alameddine
	<i>Alameddine</i>
	Approval Date: June 26, 2022
	No. of Pages: 2

I. Policy

The employees and contractors of Gulf University for Science & Technology (GUST) request Materials from Facilities Management Department shall complete and submit the attached “Material Request Form” to Facilities Management Helpdesk.

II. Application

This policy shall apply to all employees and contractors of GUST.

III. Related Policies

- All GUST Policies and Procedures

IV. Revision History

Date	Revision	Remarks



Gulf University for Science and
Technology (GUST)

MATERIAL REQUEST FORM (Facilities Management Store)

Material Request No. _____

MR Date _____

MR Category _____

SN	Log No.	PPM/Reactive	Item Description	Make	Made	Model No.	Qty Required	Qty Received
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Requested by:

Approved by:

Issued by: