

IN-HOUSE DECAL REQUESTS

A. Decals for Service Jobs and Facilities

1. Decal material is stocked in WPG-MAIN in 1-1/2", 2" and 3" (DE1.5", DE2" & DE3") sizes by the inch.
2. If someone requires a one-off decal, Patti will fill out a Warehouse Material Request form with the part number, length used and job number before making the decal. All decals will be issued to a service job or, if used internally, to one of the facility jobs in the upper right corner.
3. The completed form will be given to P & E Sales or P & E Manager to remove inventory from GP (See portal Service>Procedures> Service Workflow).
4. Admin will close the facility jobs monthly and notify Garry to apply the costs to the appropriate facility GL. Once the costs have been applied, the facility job will be reopened.



WAREHOUSE MATERIAL REQUEST

*DO NOT PICK PARTS - Complete below and provide to P&E Sales or P&E Manager or Branch Admin.

Date: APRIL 10, 2023	Staff Requesting: Michael Petrov	EMERGENCY OR AFTER HOURS ONLY
Job#: 2023-0024	Customer: CARGILL-CLAVET	
PART #	DESCRIPTION	QTY.
DE2"	2 DECALS - 2" x 14"	28
		TO BE COMPLETED BY SERVICE STAFF IF PARTS TAKEN AFTER HOURS.
		PICKED <input type="checkbox"/>

B. Decals for Inventory

1. Purchaser requests Patti to make decals for inventory by filling out an Inventory Adjustment form. The decal requested will be in the Quantity Added to Stock column.
2. Patti makes the decals and fills out the Quantity Removed from Stock column on the same Inventory Adjustment form based on the total number of decals made multiplied by the length.
3. Completed form is given back to the purchaser and sent to Garry to add and remove inventory.



INVENTORY ADJUSTMENT TEMPORARY PERMANENT

Location: WPG-MAIN	Adjustment #:
Date: April 26, 2023	Requested by: Mike P
	Entered by:

PART NUMBER	DESCRIPTION	QUANTITY ADDED TO STOCK	QUANTITY REMOVED FROM STOCK
DEVY2	DECAL VAPOUR	50	
DE2"	DECAL 2" SOLD PER INCH		-200