2207 (Rev. 12-02)

Reset Form

Michigan Department of Management and Budget
Aquisition Services - Logistics Division - Materials Managenment Services

Form or Publication Action Request

State Agency: Complete information requested below. Include a copy of the form(s) with the Action Request and forward to your agency Forms Management Officer (FMO) for approval. Upon approval, the agency FMO will forward via interdepartmental mail to: DMB - Materials Management Services, General Services Building, Secondary Complex **OR** fax to 517-322-1753.

Agency Name	Division	Requester Name	Date

ITEM 1

Form Number	Form Title	Commodity Number

Action Requested (check all that apply):

☐ Discontinue Form ☐ Delete Commodity Number

☐ Destroy Entire Inventory at Warehouse ☐ Retain Commodity Number

☐ Retain the Following Inventory Quantity: _____ . Destroy the Balance.

Comments

ITEM 2

Form Number	Form Title	Commodity Number

Action Requested (check all that apply):

☐ Discontinue Form ☐ Delete Commodity Number

☐ Destroy Entire Inventory at Warehouse ☐ Retain Commodity Number

☐ Retain the Following Inventory Quantity: _____ . Destroy the Balance.

Comments

AGENCY FORMS MANAGEMENT UNIT APPROVAL

Actions Authorized By (Signature)	Date