



Transaction ID
<span style="font-size: 2em; font-weight: bold;">O C</span> _____

New      Modification      Cancellation

Department Name

Prepared By

Telephone #

Date of Record

(MM/DD/YYYY)

Budget FY

(YYYY)

Accounting Period

(MM/YYYY)

Warehouse

Requesting Unit

Requested By

Telephone #

Comments

## Over the Counter Transaction

### Commodity Details

Line	Stock Item #	Requested Quantity	Issue Unit	Stock Item Description

### Accounting Details

Ref Comm Line(s)	Fund	Dept	Unit	Appr	Object	Activity	Function	Program	Phase	Line Description

Authorized Signature

Date

Received By

Date

Entered By

Date