



**Request for Storage Space**

To store materials or items in the university warehouse, this form must be filled out and emailed to:

AdministrativeServices@MissouriState.edu or you may fax it to the number above. Only approved items will be stored in the warehouse.

Department		Date	
Contact person		Contact Number	
Signature		Department Head Signature	
Quantity	Item Description	Approx. Sq. Ft. of Requested Space	Requested Time Frame

**To be filled out by Space Management**

Approved items for storage
Approved location for items
Approved time frame for items

Approver Signature

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**THIS APPROVED FORM MUST ACCOMPANY ANY AND ALL ITEMS PLACED IN THE STORAGE FACILITY  
LOCATED AT 417 W MILL STREET.**