



STATE OF ARKANSAS
DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT

MATERIAL MASTER REQUEST

New Change* Delete*

*Material Number: _____

Material Category

Consumable (non-stock) Stock (inventory) Service

Plant Information (Stock Material Only)

Plant Number: _____

Storage Location: _____

Describe the material and how it will be used:

Unit of Measure

Base Unit of Measure: Select Option _____

Base UOM Conversion: _____

Alternate UOM (optional): _____

Alternate UOM Conversion: _____

Reporting

Suggested GL Account: _____

Reporting Category: _____

Agency Contact Information

Requester's Name: _____

Agency Name: _____

Telephone Number: _____

Agency Number: _____

Please Remit Form to your Agency Approving Official.

[Print Form](#)

[Email Form](#)