You circle one of these.					
CREW	AIR		ENGINE		OVERHEAD

RO:	*0-445*	LWD (predicted):	*8/24/2020*
Name:	*Kirby Greyshirt*	Date of initializing:	*(today's date) 8/20/2020*
Crew name / position:	*DIVS - P*	Who is initiazling:	*(your name!) Austin Powers*
Phone Number:	*937-555-1112*		

T-card?	Exchange	Consumable	Item Requested	Qty	Date Checked out	Initials	Date Checked back in	initials
X			If It's a pump/accountable property - then you check it out to this person, write the serial number here. they won't hand it back in- but we want to know where the pump/thing went.	qty = 1. each serial number = 1 line	date of order	For a line order - have the RCDM initial		
	X		If they exchange pants/shirts, we just want to document what they are doing.			write every date they do this.		
		X	you can write an estimate of what they wanted. Batteries, trash bags, etc. We don't deny them- just keeping a record of who is 'shopping'.			write every date they do this.		