For EN Regional Manager Use Only: Send to the Eastern National Operations Department by October 15th

Regional Manager's Name

Copy this form and use additional sheets if necessary Page ___ of ___

Publication/ Product Reorder Form

Use this form to reorder existing inventory **(EN-produced publications or products)** for your parks. This form replaces the Two-Year or Less Form. Fill out as much information as you can and send it to the Operations department for review by October 15th.

Park Name/#	Item#	Item Name	Sold LY	On Hand	Wanted	Unit Cost	Total Cost (Wanted X Unit Cost)	Month Needed	Vendor Name & Phone

Updated August 2012