



## Merchandise Acquisition Form

\*\*\*This form is intended to be used only for merchandise items that need to be comped by the HR Manager/GM, Operations Manager, Wholesales Manager, Chief Operating Officer or Ownership\*\*\*

Name of Person Taking Merchandise: \_\_\_\_\_

Items & Descriptions	Size (For Shirts/Sweatshirts/Jackets/Pullovers)
1) Item 1: _____	_____
2) Item 2: _____	_____
3) Item 3: _____	_____
4) Item 4: _____	_____
5) Item 5: _____	_____

Reasons for Comp (please use different form for each type of comp; circle one):

Uniform Comp

Marketing Comp

Owner's Comp

Signature of Person Taking Merchandise: \_\_\_\_\_

Date: \_\_\_\_\_

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### Verification by GM/AGM

Items entered into Toast POS on this date: \_\_\_\_\_

Print Name of verifier: \_\_\_\_\_

Signature of verifier: \_\_\_\_\_

Date: \_\_\_\_\_