



STOCK REQUISITION FORM

Ref No: _____
(For Dept use only)

| No. | Request (Applicant) | | Records (Store Personnel) | | Remarks |
|-----|---------------------|-------------------|------------------------------|------------------|---------|
| | Item | Quantity of order | Quantity approved | Balance of order | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>..... (Signature of Applicant)</p> <p>Name: Designation: Date:</p> <p>Recommended / Not Recommended*:</p> <p>..... (HOS's/HOD's Signature & Stamp)</p> | <p align="center">(For Department use only)</p> <p align="center">Requisition Approved/Not Approved*:</p> <p>..... (Signature of Authorized Officer)</p> <p>Name: Designation: Date:</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Please delete whichever is not applicable

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Update records: Stock issued and recorded in the Stock Card Name: _____</p> <p>..... (Signature of Store Personnel)</p> <p>Name: Designation: Date:</p> | <p>Acknowledgement by applicant: I hereby confirmed that all items approved had been received.</p> <p>..... (Signature of Applicant)</p> <p>Name: Designation: Date:</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|