

**REQUISITION AND ISSUANCE SLIP**

**Entity Name: Fund Cluster:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division: | ${division} | | | | Responsibility Center Code: ${responsibility\_code} | | | |
| Office: | ${office} | | | | RIS No.: ${ris} | | | |
| ***Requisition*** | | | | ***Availability*** | | | ***Issue*** | |
| Stock No. | Unit | Item | Quantity | | Yes | No | Quantity | Remarks |
| ${stock\_no} | ${unit} | ${item} | ${quantity} | | ${yes} | ${no} | ${quantity} | ${remarks} |
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| Purpose: | ${purpose} | | | | | | | |
|  | | | | | | | | |
|  | Requested by: | | Approved by: | | | Issued by: | | Received by: |
| **Signature:** |  | |  | | |  | |  |
| **Name:** | **${requested\_by}** | | **${approved\_by}** | | | **${issued\_by}** | | **${received\_by}** |
| Designation: |  | |  | | |  | |  |
| Date: |  | |  | | |  | |  |