

**REQUISITION AND ISSUANCE SLIP**

**Entity Name: ${entity\_name} Fund Cluster: ${fund\_cluster}**

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