



Miemploya
Logo

MIEMPLOYA HR & BUSINESS SOLUTIONS
STORE/STOCK REQUISITION NOTE (SRN)

SRN No: _____

Date: _____

A. ORGANIZATION/STORE DETAILS

1. Business Name: _____

2. Store/Warehouse: _____

3. Address: _____

4. Phone / Email: _____

B. REQUEST INFORMATION

1. Requested By (Name): _____

2. Department/Unit: _____

3. Time: _____

4. Request Type: () Routine () Urgent () Project/Job

C. PURPOSE/JUSTIFICATION

Purpose of Request: _____

D. ITEMS REQUESTED (TABLE)

S/N	Item Code	Item Description	Category	Unit	Qty Requested	Qty Issued	Balance Due	Unit Cost (₦)	Total (₦)	Remarks
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

E. STOCK AVAILABILITY & ISSUE DETAILS (STORE USE)

1. Stock Availability: () Available () Partly Available () Not Available

3. Issued By (Store Officer): _____

5. Reference (Voucher/Job Card No): _____

2. Issue Date: _____

4. Store Location/Bin: _____

F. APPROVALS & SIGNATURES

1. Requested By

Name / Signature / Date

2. Authorized By (HOD/Supervisor)

Name / Signature / Date

3. Issued By (Store Officer)

Name / Signature / Date

4. Received By (Requester)

Name / Signature / Date

G. SYSTEM POSTING (FOR OFFICE USE ONLY)

1. Stock Posted: () Yes () No

3. Date Posted: _____

2. Posted By: _____

4. Reference/Journal No: _____

Document Control: Attach SRN to issue voucher and keep for inventory audit trail.