|  |  |  |
| --- | --- | --- |
| **DISPATCHER (Person issuing supplies should fill here)** | | |
| **NAME: {created\_by}** | **SIGNATURE:** | **DATE: {today}** |
| **DELIVER SUPPLIES TO (DEPT) {dept}** | | |
| **COMMENTS: {assigned\_user}** | | |
|  | | |

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| --- | --- | --- | --- |
| ***ITEM*** | ***SERIAL #*** | ***MAKE*** | ***INVENTORY CODE*** |
| **{asset\_type\_1}** | **{serial\_1}** | **{make\_1}** | **{asset\_tag\_1}** |
| **{asset\_type\_2}** | **{serial\_2}** | **{make\_2}** | **{asset\_tag\_2}** |
| **{asset\_type\_3}** | **{serial\_3}** | **{make\_3}** | **{asset\_tag\_3}** |
| **{asset\_type\_4}** | **{serial\_4}** | **{make\_4}** | **{asset\_tag\_4}** |
| **{asset\_type\_5}** | **{serial\_5}** | **{make\_5}** | **{asset\_tag\_5}** |
| **{asset\_type\_6}** | **{serial\_6}** | **{make\_6}** | **{asset\_tag\_6}** |
| **{asset\_type\_7}** | **{serial\_7}** | **{make\_7}** | **{asset\_tag\_7}** |
| **{asset\_type\_8}** | **{serial\_8}** | **{make\_8}** | **{asset\_tag\_8}** |
| **{asset\_type\_9}** | **{serial\_9}** | **{make\_9}** | **{asset\_tag\_9}** |
| **{asset\_type\_10}** | **{serial\_10}** | **{make\_10}** | **{asset\_tag\_10}** |
| **{asset\_type\_11}** | **{serial\_11}** | **{make\_11}** | **{asset\_tag\_11}** |
| **{asset\_type\_12}** | **{serial\_12}** | **{make\_12}** | **{asset\_tag\_12}** |

|  |  |  |
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| COLLECTED BY (Please state the person receiving the item(s) issued) | | |
| ***Signature:*** | ***NAME: (Blocks)*** | ***DATE:*** |