#### **REQUISITION AND ISSUE SLIP**

#### **(RIS)**

#### *INSTRUCTIONS*

1. The RIS shall be used by the Requisitioning Division/Office to request supplies/goods/ equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the item/s requested.
2. This form shall be accomplished as follows:
3. **LGU** – name of the local government unit
4. **Fund** – the fund name
5. **Division/Office** – name of the requisitioning division/office
6. **FPP Code** – FPP/Office code of the requisitioning division/office
7. **RIS No. *–*** RIS control number assigned by the designated personnel in the Supply and/or Property Division/Unit. It shall be numbered in the following manner:

0000-00-0000

Serial number (one series for each year)

Month

Year

1. **Date** – date of the RIS
2. **Requisition** –

* **Stock No**. – stock number of the item being requisitioned as provided by the Supply and/or Property Division/Unit
* **Unit** – unit of measurement of the stock being requisitioned such as piece, roll, box, ream, etc.
* **Description** – description of the item being requisitioned
* **Quantity** – number/quantity of the stock being requisitioned

1. **Issuance** –

* **Quantity** *–* number of item/s issued
* **Remarks***–* additional information regarding the item/s issued

1. **Purpose***–* brief explanation of purpose pertaining to the stock being requisitioned
2. **Requested by** – signature, printed name and designation of the Head/Authorized Representative of the Requisitioning Division/Office, and date of request
3. **Approved by** – signature, printed name and designation of the person authorized to approve the issue of the item/s, and date of approval after determining the reasonableness of the quantity and nature of item/s being requested and ensuring that the same does/do not exceed the planned usage for the period
4. **Issued by** – signature, printed name and designation of the Supply and/or Property Custodian who issued the item/s, and date of issue
5. **Received by** – signature, name and designation of the person who received the item/s, and date of receipt
6. All item/s requested shall be based on the Project Procurement Management Plan.
7. This form shall be prepared in three copies distributed as follows:

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| *Original* | – | Accounting Division/Unit (to be attached to the RSMI/PAR) |
| *Copy 2* | – | Requisitioning Division/Office’s file |
| *Copy 3* | – | Supply and/or Property Division/Unit’s file |