

Unisite Subd., Del Pilar, City of San Fernando, Pampanga

**SMRF No**.\_\_\_\_\_\_\_

**SUPPLIES & MAINTENANCE REQUEST FORM (SMRF)**

(*To be used when requesting for the office, school, and maintenance supplies which are available at the Central Supplies Room)*

*(Please fill up in two copies. Copy distribution: original copy to FAIC, duplicate copy to Requesting Party)*

OFFICE/DEPARTMENT: **OSA**

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| QUANTITY | UNIT | ITEM DESCRIPTION | ACCOUNT CHARGES | UNIT PRICE | AMOUNT |
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| Prepared by/Date: | Approved by/Date: | Verified by/Date: | Issued by/Date: | Received by/Date: |
|  |  |  |  |  |
| Requesting Party | Head of Office | FMS Analyst | FA &Inventory In-Charge | Requesting Party |

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