|  |  |  |  |
| --- | --- | --- | --- |
| **REQUISITION AND ISSUE SLIP** | | | |
| Entity Name: | «agency» | Fund Cluster: | «fund» |
| Department: | «department» | Responsibility Center Code: | «rcc» |
| Office: | «office» | RIS No.: | «risno» |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requisition | | | | Stock Available | | Issuance | | | |
| Stock No. | Unit | Description | Qty | Yes | No | Qty | Remarks | Unit Cost | Amount |
|  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Purpose: | «purpose» |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requested by: | Approved by: | Issued by: | Received by: |
| Signature |  |  |  |  |
| Printed Name | **«employee-name»** | **«signatory\_1»** | **«custodian»** | **«employee-name»** |
| Designation | «position» | «title\_1» | «custodian\_title» | «position» |
| Date | «risdate» |  |  | «risdate» |