

DIFFERENT TYPES OF FORMS

Correctness of the entry of different forms used in electrical work is necessary in order to acquire right, complete and accurate number of materials and tools needed in a specific electrical job. Here are samples of different forms used in electrical work.

- 1. **Purchase requisition** is a document generated by a user department or storeroom personnel to notify the purchasing department items it needs to order, their quantity, and the timeframe. It may also contain the authorization to proceed with the purchase. This is also called ***purchase request*** or ***requisition***.

REQUISITION SLIP FORM

Name:
Project:
Location:
Classification: Purpose:

NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST

REQUISITIONER

TEACHER

HEAD

PRINCIPAL

Example of Purchase Requisition Slip Form



REPUBLIC OF THE PHILIPPINES

Department of Education

REGION V

DIVISION OF CAMARINES SUR

STA. LUTGARDA NATIONAL HIGH SCHOOL

New Poblacion, Cabusao, Camarines Sur



REQUISITION SLIP FORM

Name: JORDAN D. GARRADO

Project: INSTALLATION OF 2 BULB IN PARALLEL CONNECTION CONTROLLED IN DIFFERENT LOCATION USING TWO (2) SINGLE POLE SWITCH

Location: STA. LUTGARDA NATIONAL HIGH SCHOOL

NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	2	Pcs.	Incandescent bulb 12W	125	250
2	2	pcs	Junction box	55	110
3	2	Pcs	Utility box	65	130
4	2	pcs	Single pole switch (Flush type)	105	210
5	24	meters	Duplex wire 14 AWG	35	840
					1,540.00

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2. **Inventory are** raw materials, work-in-process goods and completely finished goods that are considered to be the portion of a business's assets that are ready or will be ready for sale. Inventory represents one of the most important assets that most businesses possess, because the turnover of inventory represents one of the primary sources of revenue generation and subsequent earnings for the company's shareholders/owners.

INVENTORY OF MATERIALS FORM

Name:

Section:

School:

Shop lab.:

Purpose:

Tools/ Equipment	Qty.	No. of Functional	No. of not Functional but Repairable	No. of Condemn- able	No. of Borrowed	No. of Missing

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Date: _____



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INVENTORY OF MATERIALS FORM



Name: MARK DE LA CRUZ

Section: GRADE 7 – AMETHYST

School: STA. LUTAGARDA NATIONALHIGH SCHOOL

Shop lab.: EIM SHOP

Purpose: MONITOR THE NUMBER OF TOOLS NEED TO REPAIR.

Tools/ Equipment	Qty.	No. of Functional	No. of not Functional but Repairable	No. of Condemn- able	No. of Borrowed	No. of Missing
CLAW HAMMER	10	7	2	1	0	0
MULTIMETER	5	5	0	0	0	0
LONG NOSE PLIERS	6	5	0	0	0	1
ELECTRIC DRILL	3	2	1	0	0	0
PHILLIPS SCREW DRIVER	6	4	1	1	0	0
WRENCH	6	4	1	0	1	0
TOTAL	36	27	5	2	1	1

REQUISITIONER

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Date: _____

3. **Job order or Work Order form** is a written instruction to perform a work according to specified requirements, within specified timeframe and cost estimates.

COMPANY NAME/LOGO

123 Company Street
City, ST 12345
Phone #'s
www.website.com

ELECTRICAL
Work Order/Invoice

DATE OF ORDER	HOME TEL.
ORDER TAKEN BY	WORK TEL.
STARTING DATE	<input type="checkbox"/> DAYWORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
JOB NAME / NO.	
JOB LOCATION	
INVOICE DATE	JOB TEL.

TO:

CHECKMARKS DENOTE: <input type="checkbox"/> WORK TO BE DONE <input type="checkbox"/> WORK PERFORMED	INSTALL	REPAIR	REPLACE	INSPECT	TROUBLESHOOT	ROUGH WIRE	FINISH WIRE	TERMS:	DESCRIPTION OF WORK			
TEMPORARY SERVICE												
LIGHT FIXTURE(S)												
SWITCH(ES)												
RECEPTACLE(S)												
RECEPTACLE(S) GFCI												
SERVICE PANEL												
SUB-PANEL												
CIRCUIT BREAKER(S)												
FUSE(S)												
ANTENNA WIRE												
CABLE T.V. WIRE												
TELEPHONE WIRE												
SMOKE DETECTOR(S)												
DOOR CHIME(S)												
CEILING FAN(S)												
BATHROOM FAN / LIGHT												
BASEBOARD HEATER(S)												
FAN DRIVEN HEATER(S)												
RADIANT PANEL(S)												
RANGE												
RANGE HOOD												
DISHWASHER												
DISPOSAL												
WASHER												
DRYER												
WATER HEATER												
WELL / SUMP PUMP												
HOT TUB / SPA												
POOL LIGHT(S)												
POOL PUMP												
AIR CONDITIONER(S)												
BOILER / FURNACE												
HEAT PUMP												
GENERATOR												
KITCHEN												
DINING ROOM												
LIVING / FAMILY ROOM												
BEDROOM #1 #2												
BEDROOM #3 #4												
BATHROOM #1 #2												
BASEMENT												
GARAGE												
NEW ADDITION												
								WORK ORDERED BY	TOTAL MATERIALS			
								I hereby acknowledge the satisfactory completion of the above described work.	TOTAL LABOR			
								X _____	TAX			
								SIGNATURE	DATE			
								Thank You!		OTHER CHARGES		
										TOTAL		

4. **BORROWER'S FORM** is a form used to request for tools and equipment needed for a particular job. It indicates the department that the borrower is connected, the date, the job that is to be done, who is the person to approve the request, when it was returned and if it was in good condition.

EQUIPMENT BORROWERS FORM

(Revised 31August2010: Accomplish in duplicate)

REQUEST NO: _____ (do not fill up this item) DATE: _____

MR / MS _____

(Please encircle) SURNAME GIVEN NAME MIDDLE

ADDRESS:

CONTACT NO. E-MAIL ADDRESS:

Please check:

☐ Student Student No. _____ Subject: _____
☐ Dept Faculty Employee No. _____

□ Dept.

REPS/Staff Department College: _____

☐ Others Office Address. _____

Accompanying DGE-TCAGP Member:

PURPOSE: _____

INTENDED PERIOD OF USE: _____ to _____ LOCATION: _____

CHECKLIST OF REQUESTED ITEMS *:

* If more than 8 items, provide another attachment.

**** Do not fill this part: to be countersigned by authorized staff upon receipt and return.**

RECOMMENDING APPROVAL (for DGE students): _____ Thesis
Adviser/Faculty-in-Charge)

Borrower's Name in Print and Signature

This is to certify that:

Date: _____ 1. I have read, understood, and agreed to the
"Terms of (Fill this portion only during the time of borrowing.) Use for AG&ST Equipment" (back of
this page).

2. I received the above listed equipment(s) completely and

APPROVED: _____ in good order.

_____ 3 JR.. I swear to use the above listed
equipment(s) with due

JUAN DELA CRUZ JR., Dr. Eng. care and diligence.

AG&ST Lab Coordinator 4. In case of damage or loss, I shall be responsible for
repair or replacement:

APPROVED:

_____ (Borrower's Name over printed name) Chair, DGE
JUAN DELA CRUZ JR., Dr. Eng. and Director, TCAGP

To be accomplished upon return of equipment

Date returned: _____

All items in good condition? ____ YES ____ NO, (If no, please attach damage report)

Any missing item? ____ YES ____ NO, Please describe: _____

Received by: _____