**Inventory Requisition Form**

**[Company Name]**[Department]  
[Company Address]  
[Phone / Email]

**Requisition Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requisition Number:** |  | **Date of Request:** |  |
| **Requested By (Name & Designation):** |  | **Required By Date:** |  |

**Item Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Description** | **Category** | **Quantity Requested** | **Unit** | **Purpose / Usage** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Approval Section**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested By (Signature):** |  | **Reviewed By (Store / Inventory Officer):** |  |
| **Approved By (Manager):** |  | **Approval Date:** |  |

**Inventory Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items Issued:** | ☐ Yes ☐ No | **Issued By:** |  |
| **Issue Date:** |  | | |
| **Remarks:** |  | | |
|  | | |

**Notes**

* This form is used to request items from the inventory or store.
* All requests must be approved before items are issued.