Appendix 63

REQUISITION AND ISSUE SLIP

Entity Name : _____ **Fund Cluster :** _____

Division : _____ Office : _____	Responsibility Center Code : _____ RIS No. : _____

Requisition				***Stock Available?***		***Issue***	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks

Purpose: _____

	Requested by:	**Approved by:**	**Issued by:**	**Received by:**
Signature :				
Printed Name :				
Designation :				
Date :				