# Requisition for goods (stock items)

# Please issue following items for official purpose: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of Item** | **Quantity Required** | **Quantity Issued** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

Date: -

Signature of Requisitioning Officer

Name:

Designation: - Division/Unit/Faculty: -

To,

AD (Admn) / AD(MM)

**Remarks of the store-in-charge: -**