# Material Requisition Form

**Purpose:** This form is used to request materials necessary for production or operational needs. It ensures clear communication of required materials, quantity, specifications, and procurement approvals.

## Requestor Information

**Name:** {requestorName}

**Department:** {department}

**Date:** {date}

**Requisition Number:** {requisitionNumber}

## Material Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Material Name** | **Description** | **Quantity** | **Unit** | **Specification** | **Urgency** |
| {#materials}{itemNo} | {materialName} | {description} | {quantity} | {unit} | {specification} | {urgency}{/materials} |

## Justification

*{justification}*

## Required By Date

{requiredByDate}

## Delivery Location

{deliveryLocation}

## Attachments

{#attachments}

* {fileName}

{/attachments}

## Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| {#approvals}{role} | {name} | {signature} | {approvalDate}{/approvals} |

**Note:** Ensure all information is complete and correct before submission. Incomplete forms may result in delayed processing.