# Material Requisition Form

**Purpose:** This form is designed for internal use to formally request raw materials required for production operations. It ensures accurate tracking and accountability of materials used within the manufacturing or operational process.

## Requester Information

|  |  |
| --- | --- |
| **Requester Name** | {requesterName} |
| **Department** | {department} |
| **Request Date** | {requestDate} |
| **Required By Date** | {requiredBy} |

## Requisition Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Code** | **Description** | **Quantity** | **Unit** | **Purpose** |
| {#materials}{itemCode} | {description} | {quantity} | {unit} | {purpose}{/materials} |

## Approval

{^isApproved}**Status:***Pending Approval*{/isApproved}

{#isApproved}**Status:**Approved  
**Approved By:** {approvedBy}   
**Approval Date:** {approvalDate}{/isApproved}

## Additional Notes

{notes}

## Attachments

{#attachments}

* {fileName}

{/attachments}