# Stock Requisition Form

*This form is used by departments to request inventory items from the central warehouse. Please fill in all required information to ensure timely processing and delivery of requested stock.*

## Department & Request Information

**Department:** {department}

**Requested By:** {requestedBy}

**Designation:** {designation}

**Request Date:** {requestDate}

**Required By (Date):** {requiredBy}

**Priority:** {priority}

## Delivery Details

**Delivery Location:** {deliveryLocation}

**Contact Person:** {contactPerson}

**Contact Number:** {contactNumber}

## Items Requested

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Code** | **Description** | **Unit** | **Quantity** | **Remarks** |
| {#items}{itemCode} | {description} | {unit} | {quantity} | {remarks}{/items} |

## Reason for Requisition

{requisitionReason}

## Additional Notes

{additionalNotes}

## Approval Section

**Requested By:** {requestedBy} on {requestDate}

**Approved By:** {approvedBy} on {approvalDate}

**Remarks (if any):** {approvalRemarks}

## For Warehouse Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Code** | **Quantity Issued** | **Issued By** | **Issue Date** |
| {#warehouseItems}{itemCode} | {quantityIssued} | {issuedBy} | {issueDate}{/warehouseItems} |