

REQUISITION AND ISSUE SLIP

QUEZON CITY, METRO MANILA
LGU

Division: _____	Responsibility Center	RIS No: _____	Date: _____
Office: _____	Code: _____	SAI No: _____	Date: _____

		<i>Requisition</i>		<i>Issuance</i>	
Stock No.	Unit	Description	Quantity	Unit Price	Total Cost

Purpose: To be distributed to different barangay

Signature Printed Name Designation Date	Requested by:	Approved by:	Issued by:	Received by:
		<u>FE B. BASS</u> Officer-In-Charge City Gen. Services Department	<u>TEDDY P. REYES</u> Office-In-Charge Central Warehouse Mgnt. Div.	