

Stock Requisition Form Sample (Excel Style)

A **stock requisition form sample** in Excel provides a structured template to request inventory items efficiently. It includes an item list, ensuring accurate tracking and approval of stock needs. This format simplifies inventory management and reduces errors.

Stock Requisition Form					
Department: _____		Date: _____			
Requested By: _____			Approved By: _____		
Item No.	Item Name	Description	Quantity Requested	Unit	Remarks
1	Printer Paper	A4, 80gsm, White	10	Reams	
2	Ballpoint Pens	Blue Ink, Pack of 12	5	Packs	
3	USB Flash Drive	16GB, USB 3.0	3	Pieces	
Signature (Requested By): _____			Date: _____		
Signature (Approved By): _____			Date: _____		

Note: This is a sample stock requisition form template suitable for Excel. You can copy and paste this layout into Excel and customize the item list or add columns as needed for your business process.