

Inventory Request Form

Date: _____

Requestor Name: _____

Department: _____

Requested Items

#	Item Description	Item Code	Quantity	Reason for Request
1	_____	_____	_____	_____
2	_____	_____	_____	_____

Approval Section

Reviewed By (Manager/Supervisor)	Date	Approval Status	Signature	Comments
_____	_____	Select <input type="button" value="▼"/>	_____	_____

For Inventory Department Use Only

Processed By	Date	Remarks
_____	_____	_____