

Inventory Request Form

Date: _____
Requestor Name: _____
Department: _____

Requested Items

#	Item Description	Item Code	Quantity	Reason for Request
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval Section

Reviewed By (Manager/Supervisor)	Date	Approval Status	Signature	Comments
<input type="text"/>	<input type="text"/>	<div>Select ▾</div>	<input type="text"/>	<input type="text"/>

For Inventory Department Use Only

Processed By	Date	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>