Office Supplies Inventory Request Form

Use this **inventory request form sample** to efficiently manage office supplies and ensure timely replenishment. This form helps streamline the tracking and approval process for needed items. Simplify your office inventory management with this easy-to-use template.

Date of Request:

Requested By:

Department:

Items Requested:

Item Description	Quantity	Unit	Remarks
		pcs ▾	
		pcs ▾	
		pcs ▾	

Purpose / Justification:

Requested By: **Approved By:**

_____   _____
Signature & Date   Signature & Date