

Internal Requisition Form Excel Sample

The **internal requisition form** Excel sample streamlines the process of requesting resources within departments, ensuring accuracy and efficiency. This template helps departments standardize their ordering procedures and track requisitions easily. By using this form, organizations can improve workflow and maintain clear communication across teams.

Sample Internal Requisition Form (Excel Format)

Requisition No.	Date	Department	Requested By	Item Description	Item Code	Quantity	Unit	Reason for Request	Approved By	Status
REQ-2024-001	2024-06-15	Marketing	Alice Brown	Banner Stand	MK-0045	3	pcs	Product launch event	John Smith	Approved
REQ-2024-002	2024-06-15	IT	Bob Green	Laptop	IT-0098	1	unit	New staff onboarding	Jane Lee	Pending

How to Use This Excel Sample

1. Download or copy the table as an Excel sheet.
2. Fill in all required fields for every requisition request.
3. Submit the completed form to the relevant department manager for approval.
4. Track the status of each request for efficient processing and record-keeping.

Download Template

[Download Internal Requisition Form \(Excel\)](#)