Inventory Request Form Sample (Excel Format)

Download our **inventory request form sample** in Excel format to efficiently manage stock needs and track item requests. This customizable template streamlines the submission and approval process for inventory replenishment. Perfect for businesses aiming to maintain accurate inventory records and avoid stockouts.

Request ID	Date	Department	Requested By	Item Name	Item Code	Quantity	Unit	Reason/Remarks	Approved By	Status
REQ-001	2024-06-15	Sales	Jane Doe	Printer Paper	PP1001	10	Reams	Stock Low	John Smith	Approved
REQ-002	2024-06-16	HR	Mary Ann	Pens	PEN2005	50	Pcs	New Employees	Kate Lim	Pending

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