Inventory Requisition Form

Date: [=TODAY()]   **Requested By:**

Requisition Details

Item Code	Description	Current Stock	Quantity Requested	New Stock Level (With Formula)	Remarks
ST-1001	A4 Paper Ream	50	10	=C2-D2	
ST-1002	Ballpoint Pens (Box)	35	5	=C3-D3	
ST-1003	Stapler	15	2	=C4-D4	
ST-1004	Highlighters (Pack)	20	4	=C5-D5	
Total Requested:			=SUM(D2:D5)		

Instructions:

- Enter the values under **Current Stock** and **Quantity Requested**.
- The **New Stock Level** column uses the formula =Current Stock - Quantity Requested (e.g., in E2: =C2-D2).
- The total requested is calculated using =SUM(D2:D5).
- Remarks can be used to note special instructions or usage purpose.

Note: In Excel, replace C2, D2, etc. with the actual cell addresses corresponding to your data.