

# Supply Request Form Sample for Office Supplies

Use this **supply request form sample** to efficiently manage and track office supplies. It streamlines the ordering process, ensuring all necessary items are properly documented and approved. Ideal for maintaining organized inventory and preventing shortages.

**Date of Request:**

**Requested By (Name):**

**Department:**

Item Description	Item Code	Quantity	Unit	Purpose/Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> pcs <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> pcs <input type="button" value="▼"/>	<input type="text"/>

**Requested By Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By (Manager/Supervisor):** \_\_\_\_\_ **Date:** \_\_\_\_\_