

# Supply Request Form

This **supply request form sample** includes a dedicated approval section to streamline the procurement process. It ensures all requests are reviewed and authorized before fulfillment, promoting accountability and efficiency. Ideal for organizations aiming to manage supplies systematically.

## Requestor Information

Name:

Department:

Date of Request:

## Supply Details

Item Description	Quantity	Unit	Reason/Use
<input type="text"/>	<input type="text"/>	pcs <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	pcs <input type="button" value="▼"/>	<input type="text"/>

Additional Details / Items:

## Approval Section

Prepared By	Approved By	Date	Remarks
<input type="text"/> Name & Signature	<input type="text"/> Name & Signature	<input type="text"/>	<input type="text"/>