

REQUISITION SLIP FOR ISSUE OF STORE ITEMS

Section.....

Dated.....

Sr No.	Description	Quantity Required	Quantity actually supplied	Posted	Remarks

Storekeeper-Please issue

Signature.....

Designation, S.O. (S&S)

Issued and posted as mentioned in column no 4 &5.

Name in Block letters.....

Designation

Please Deliver to Shri.....

Signature.....

Received in good Condition

Signature.....

Note:- Please insist for receipt from Storekeeper while returning the Non-Consumable items to the store.