***University of Management and Technology***

***Sialkot Campus***

***Store Items Requisition Form***

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| ***Requisition No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |  |  |  |  | ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |
|  |  |  |  |  |  |  |  |  |  |  |
| ***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  | ***Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |
|  |  |  |  | ***Required*** |  | ***Issued*** |  | ***Last Time*** |  | ***Last Time*** |  |  |
|  |  |  |  |  |  |  |  |  |
| **SR#** | ***Items Description*** |  | ***Item Code*** | ***Unit*** |  | ***Received*** |  | ***Remarks*** |  |
|  | ***Qty*** | ***Qty*** |  |  | ***Received*** | ***Qty*** |  |
|  |  |  |  |  |  | ***Date*** |  |  |  |
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| ***2*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***3*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***4*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***6*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | ***Total*** |  |  |  |  |  |  |  |  |  |  |  |  |
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***Requested By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By HOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By D.OFM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Issued By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***



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| --- | --- | --- | --- | --- | --- | --- |
| ***Requisition No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |  |  |  | ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |
| ***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | ***Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | ***Required*** |  | ***Issued*** | ***Last Time*** | ***Last Time*** |  |  |
| **SR#** | ***Items Description*** |  | ***Item Code*** | ***Unit*** | ***Received*** | ***Remarks*** |  |
|  | ***Qty*** | ***Qty*** | ***Received*** | ***Qty*** |  |
|  |  |  |  |  | ***Date*** |  |  |
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| ***1*** |  |  |  |  |  |  |  |  |  |  |  |
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| ***2*** |  |  |  |  |  |  |  |  |  |  |  |
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| ***3*** |  |  |  |  |  |  |  |  |  |  |  |
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| ***4*** |  |  |  |  |  |  |  |  |  |  |  |
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| ***5*** |  |  |  |  |  |  |  |  |  |  |  |
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| ***6*** |  |  |  |  |  |  |  |  |  |  |  |
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|  | ***Total*** |  |  |  |  |  |  |  |  |  |  |
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***Requested By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By HOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By D.OFM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Issued By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***