

In-House Stores Material Requisition Form

	A	B	C	D	E	F	G
					Out of		
	Min/Max				Stock	Radio	Supervisor
	Quantity	Stores Want List -Item Name & Description	Manufacturer	New Items	Items	Number	Initials
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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14							
15							
16							
17							
18							
19							
20							

Note: All new items must be cleared via upper management

Date _____

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