



Requisition-Slip for Stationery Items

Department / Discipline :

Kindly fill your requirement for stationery items in below table :-

S.No.	Items / Particulars	Quantity	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Signature / Name of Requisitioner

Forwarded By (Head/Officer)

Signature of Store In-charge

Issued By :

Received By (Name/Signature)



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