

## REQUISITION AND ISSUE SLIP

Entity Name : MARIKINA POLYTECHNIC COLLEGEFund Cluster : 101 (MDS)

Division : \_\_\_\_\_

Responsibility Center Code : \_\_\_\_\_

Office : \_\_\_\_\_

RIS No. : \_\_\_\_\_

<i>Requisition</i>				<i>Stock Available?</i>		<i>Issue</i>	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks

Purpose: \_\_\_\_\_

Signature :	<b>Requested by:</b>	<b>Approved by:</b>	<b>Issued by:</b>	<b>Received by:</b>
Printed Name :				
Designation :		<b>DIR. FOR ADMIN.</b>		
Date :		<b>&amp; FINANCE</b>		

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