Annexure-SRF-E Form # HR-31

SL#.....

Resource Integration Centre (RIC)

Store Requisition Form (SRF)

(Goods/Supplies/Others)

To: Store in-charge/Concerned Person
Office:

SRF # _____
Date: _____

Requestor:_____ Signature: _____ Empl # _____
Name

Please issue the under mentioned items(s) for (Dept./Proj./Sec.) _____

Sl #	Description	Quantity Required	Quantity Issued	Received by
Total				

Recommended by:
Sign.: _____
Name: _____
Position: _____
Date: _____

Approved by:
Sign.: _____
Name: _____
Position: _____
Date: _____

POSTING TO THE STOCK REGISTER [ ]

Signature: _____ Date: _____
Name:

1 copy submit to Store-in-Charge (when need any materials) & 1 copy filing for your future inf.

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