

## REQUISITION AND ISSUE SLIP

### DEPARTMENT OF EDUCATION

(Agency)

<b>Division of Davao City</b>	Responsibility Center	RIS No.:	Date: _____
<b>Office</b> _____	Code _____	SAI No.:	Date: _____

<i>Requisition</i>				<i>Issuance</i>	
Stock No.	Unit	Description	Quantity	Quantity	Remarks

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

	<b>Requested by:</b>	<b>Approved by:</b>	<b>Issued by:</b>	<b>Received by:</b>
Signature				
Printed Name				
Designation				
Date				