

STOCK REQUISITION FORM

VOTE NO: _____

RESPONSIBLE OFFICIAL: _____ CONTACT NO: _____ DEPARTMENT: _____

ANNEXURE I

| STOCK NUMBER | ITEM | STOCK DESCRIPTION | QUANTITY REQUESTED | PRICE PER UNIT | TOTAL |
|---------------------------------------|------|-------------------|--------------------|----------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL VALUE OF STOCK REQUESTED | | | | | 0.00 |

APPROVED BY

DEPARTMENT MANAGER: _____

DATE: _____

SIGNATURE: _____

ANNEXURE E

STOCK ISSUE FORM

VOTE NO _____

REQUESTOR _____

CONTACT NO: _____

DEPARTMENT _____

| STOCK ITEM NUMBER | DESCRIPTION | QUANTITY ISSUED | PRICE PER UNIT | TOTAL COST |
|-------------------|-------------|--------------------|----------------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |

ISSUED BY : _____

DATE : _____

SIGNATURE : _____

RECEIVED BY : _____

DATE : _____

SIGNATURE : _____

BIN CARDS

ANNEXURE F

ANNEXURE G