

PACKAGING MATERIALS REQUEST FORM



UNIVERSITI
TEKNOLOGI
PETRONAS

RCF02 (UTP/.....)

REQUESTOR'S DETAIL

Name :

Dept/Unit :

Location :

Date/Time Required :

Staff No.:

Signature :

Phone No.:

Date :

PACKAGING MATERIAL DETAILS

REMARKS

(For Record Centre Use **ONLY**)

NO	MATERIAL DESCRIPTION	QUANTITY REQUEST	
1.	Box		
2.	Barcode		
3.	Plastic Bag		
4.	Sealer		

ENDORSED BY :

Name :

Signature :

(Head/Manager)

Date :

ISSUED BY :

Name :

Signature :

Date :

MATERIAL RECEIVED BY :

Name :

Signature :

Date :