

Stationery Requisition Form PDF

Employee Details

- Name: _____
- Department: _____
- Date: _____

Items Requested

Item Description	Quantity	Unit Price	Total Price

Justification for Request

- Reason: _____
- Intended Use: _____

Approval

- **Manager Approval:** Approved Denied
- **Manager Signature:** _____
- **Date:** _____

Received By

- **Employee Signature:** _____
- **Date:** _____