

Stock Requisition Form for Lease Termination

Date: _____

Requester Information

- Name: _____
- Department: _____
- Contact Number: _____
- Email: _____

Stock Details

- Item Description: _____
- Quantity Requested: _____
- Purpose: _____

Lease Termination Information

- Property Address: _____
- Lease Agreement Number: _____
- Termination Date: _____

Approval Section

Approved

Denied

Reason (if denied): _____

Signature of Approving Manager: _____

Date: _____

Table for Stock Details

Item Name	Item Code	Quantity	Comments