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| **REQUISITION AND ISSUE SLIP** |
| **UNIVERSITY OF THE PHILIPPINES** |
| **(Agency)** |
| **DIVISION : OVCAA** | **Responsibility Center Code: 10.002.030.10** | **RIS NO :**  | **DATE:** |
| **OFFICE : DILC** | **SAI NO:**  | **DATE:** |

|  |  |
| --- | --- |
| **REQUISITION** | **ISSUANCE** |
| Stock no. | Unit | Description | Quantity | Quantity | Remarks |
|  | pc | Property Number stickers | 100 |  |  |

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| --- |
| PURPOSE: inventory of equipment |
|  |

|  |  |  |
| --- | --- | --- |
|  | REQUESTED BY: | APPROVED BY: |
| Signature |  |  |
| Printed Name |  |  |
| Designation |  |  |
| Date |  |  |

|  |  |  |
| --- | --- | --- |
|  | REC EIVED BY: | ISSUED BY: |
| Signature |  |  |
| Printed Name |  |  |
| Designation |  |  |
| Date |  |  |

#### **REQUISITION AND ISSUE SLIP (RIS)**

#### *INSTRUCTIONS*

A. This form shall be accomplished as follows:

1. **Agency** – name of the agency
2. **Division/Office**– name of the requesting division/office
3. **Responsibility Center Code** – responsibility center code of the requesting office
4. **RIS No. *–*** RIS control number assigned by the designated personnel in the Supply and Property Unit. It shall be numbered in the following manner:

 00-00-0000

 Serial number (one series for each year)

 Month

 Year

1. **SAI No.** - number of the Supplies Availability Inquiry (SAI) attached to this RIS.
2. **Requisition Stock No**. – stock number of the item being requested as provided by the Supply and Property Unit
3. **Requisition Unit** - unit of measurement of the stock being requisitioned such as ream, box, etc.
4. **Requisition Description**– description of the item being requisitioned
5. **Requisition Quantity**– number/quantity of the stock being requisitioned
6. **Issuance - Quantity** *–* number of item issued
7. **Issuance - Remarks** *-* additional information regarding the issuance
8. **Purpose** - brief explanation of purpose pertaining to the stock being requisitioned
9. **Requested by**– signature, name and designation of the person who requested the item and date of request
10. **Approved by**– signature, name and designation of the person who approved the issuance of the item and date of approval
11. **Issued by**– signature, name and designation of the person who issued the item and date of issuance
12. **Received by**– signature, name and designation of the person who received the item and date of receipt
13. This form shall be used to request for goods/supplies carried in stock based on the SAI received from the Accounting Unit.
14. This form shall be prepared in three copies distributed as follows:

 *Origina*l - Accounting Unit (to be attached to the RSMI)

  *Duplicate copy –* Requisitioner

 *Triplicate copy* - Supply and Property Unit’s file