Stationery Request

|  |  |  |  |
| --- | --- | --- | --- |
| Date | «${doc.orders.createdOn}» | Organizational Center |  |
| Name |  | Organizational Center Manager’s Signature |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Item Code | Requested Quantity | Received Quantity | Notes |
| «@before-row[#list doc.orders.items.order»«${d.@itemName}»«@after-row[/#list]» |  | «${d.@requestedQuantity}» |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Date | Signature |
| **Recipient** | «${doc.orders.createdBy}» | «${doc.orders.createdOn}» |  |

For Warehouse/Inventory Use:

|  |  |  |  |
| --- | --- | --- | --- |
| Statement | Signature/Date | Document Number in System | Order Levels |
|  |  |  | Regular Requests ( ) |
| Follow-Up Offer ( ) |

Name: