

# SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

## REQUISITION FOR INVENTORY MATERIALS

REQUESTING DEPARTMENT: \_\_\_\_\_

OFFICE NUMBER: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_\_

| ITEM NUMBER | DESCRIPTION | UNIT OF ISSUE | QUANTITY REQUESTED | QUANTITY ISSUED<br>(PHYSICAL PLANT USE ONLY) |
|-------------|-------------|---------------|--------------------|--|
|             |             |               |                    |  |
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REQUISITION FILLED BY: \_\_\_\_\_

REQUISITION RECEIVED BY: \_\_\_\_\_

DATE DELIVERED: \_\_\_\_\_