

SAM – INSTITUTIONAL STORES ACCOUNTING

REQUISITIONS

10831

(Revised 8/1970)

Materials will be issued from the storeroom on approved requisitions only. A person requiring stores items will prepare an Order for Storeroom Supplies, [Std. Form 115](#), in triplicate. He will show the date the requisition, department, or account to be charged and the name and quantity of each article ordered. Then he will sign the requisition, send the original and duplicate copies to the approving officer, and retain the triplicate copy until the storekeeper has filled the requisition. When the goods are received, the person who ordered them will check the quantity received, sign the receipt portion of the triplicate copy, and send it to the accounting office.

The approving officer will send both original and duplicate copies of the requisition to the storekeeper.

The storekeeper will fill the approved requisitions. He will number all filled requisitions in sequence, using a new series of numbers each month. He will sign and send the original copies of filled requisitions to the accounting office daily. He will file the duplicate copy.

The accounting office will compare the original copy of the requisition, received from the storekeeper, with the triplicate copy, received from the person that prepared the requisition. The triplicate copy will be filed by department. The original copy will be posted to the stores ledger cards. After all the requisitions filled during the month have been posted, the original copies will be arranged according the number assigned to them by the storekeeper, fastened together, and filed.