

STOREROOM SUPPLIES ORDER

STD. 115 (Rev. 10/2019)

SERIAL
No.
ORDER DATE

STOREKEEPER'S NUMBER

TO: Authorizing Officer	RECEIPT OF GOODS BY REQUESTING UNIT I hereby certify that I have carefully counted or weighed the articles received on this requisition and find the same to be exactly as set forth in the column headed "Delivered".
I REQUEST DELIVERY OF THE ITEMS BELOW TO:	
UNIT	
SIGNATURE	SIGNATURE
TITLE	TITLE

LN. NO.	STOCK ITEM CODE NUMBER	ITEM DESCRIPTION	PRO-CESS CODE	UNIT	(X)	QUANTITY		(X)
						WANTED	DELIVERED	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

I APPROVE THE ABOVE REQUISITION	RECEIPT COMPARED	TO ACCOUNTING: I certify that items listed in column headed "Delivered" have actually been delivered.	
SIGNATURE		STOREKEEPER'S SIGNATURE	
TITLE		TITLE	DATE DELIVERED