**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11311&utm_source=integrated+content&utm_campaign=/content/inventory-form-templates&utm_medium=Inventory+Requisition+Form+doc+11311&lpa=Inventory+Requisition+Form+doc+11311&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)INVENTORY REQUISITION   
FORM TEMPLATE**

|  |  |  |  |  |  |  |  |  |
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| **YOUR LOGO** | | |  | | --- | |  | |  | | INVENTORY | | |
|  |  | | REQUISITION | | |
| **REQUESTED BY** | **DEPARTMENT** |  |  | | **DATE REQUESTED** | | |
|  |  |  |  | |  | | |
| **PURPOSE / USE** | |  |  | | **DATE NEEDED** | | |
|  | |  |  | |  | | |
| **VENDOR NAME** | **POINT OF CONTACT** |  |  | | **CHARGE TO** | | |
|  |  |  |  | |  | | |
| **VENDOR ADDRESS** | |  |  | | **SHIP VIA** | | |
|  | |  |  | |  | | |
| **VENDOR PHONE** | |  |  | |  | | |
|  | |  |  | |  | | |
|  |  |  |  | |  | | |
| **ITEM NO.** | **DESCRIPTION** | | | **QTY** | | **ISSUED** |
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| DEPARTMENTAL USE ONLY | |  |  | |  | | |
|  | |  |  | |  | | |
| **APPROVALS** |  |  | **APPROVED?** | | **VENDOR EIN ON FILE?** | | |
| **NAME 1** | **SIGNATURE 1** | **DATE** | **YES** | | **YES** | | |
|  |  |  |  | |  | | |
| **EMAIL** | **PHONE** | **ADDRESS** | | | | | |
|  |  |  | | | | | |
| **NAME 2** | **SIGNATURE 2** | **DATE** | **NO** | | **NO** | | |
|  |  |  |  | |  | | |
| **EMAIL** | **PHONE** | **ADDRESS** | | | | | |
|  |  |  | | | | | |
| **P.O. NUMBER** | | **EIN OR SSN** | | | | | |
|  | |  | | | | | |
| **COMMENTS** |  |  | | | | | |
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