

**GOODS REQUISITION/GOODS ISSUE NOTE**

**OFFICE EQUIPMENT**

GRN/GIN NO.....

SI No.	Item Description	Unit	Qty	Remarks

**Submitted by (Name):**

**Approved by (Name):**

**Signature & Date:**

**Signature & Date:**

SI No.	Item Description	Unit	Qty	Remarks

**Issued by (Name):**

**Received by (Name):**

**Signature & Date:**

**Signature & Date:**

