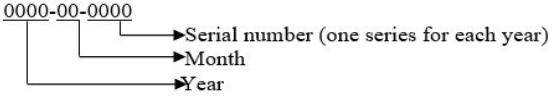


**REQUISITION AND ISSUE SLIP
(RIS)**

INSTRUCTIONS

A. The RIS shall be used by the Requisitioning Division/Office to request supplies/goods/ equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the items requested.

B. This form shall be accomplished as follows:

	<i>OPR</i>
1. Entity Name – name of the agency/entity	End-user
2. Fund Cluster – fund cluster name/code in accordance with the UACS	Budget Division
3. Division/Office – name of the requisitioning division/office	End-user
4. Responsibility Center Code – cost/responsibility center code of the requisitioning division/office	End-user
5. RIS No. – RIS control number assigned by the designated personnel in the Supply and/or Property Division/Unit. It shall be numbered in the following manner: 0000-00-0000 	Property Management Division
6. Requisition-Stock No. – stock number of the item being requisitioned as provided by the Supply and/or Property Division/Unit	Property Management Division
7. Requisition-Unit – unit of measurement of the stock being requisitioned such as piece, roll, box, ream, etc.	End-user
8. Requisition-Description – description of the item being requisitioned	End-user
9. Requisition-Quantity – number/quantity of the stock being requisitioned	End-user
10. Purpose – brief explanation of purpose pertaining to the stock being requisitioned	End-user
11. Requested by and date – signature, printed name and designation of the Head/Authorized Representative of the Requisitioning Division/Office, and date of request	End-user (Division Head)
12. Approved by and date – signature, printed name and designation of the person authorized to approve the issue of the item/s, and date of approval after determining the reasonableness of the quantity and nature of item/s being requested and ensuring that the same does/do not exceed the planned usage for the period	End-user (Department Head)
13. Stock Available? Yes or No – A Purchase Request shall be prepared by the Requisitioning Office/Unit for item/s not available on stock.	End-user
14. Issue-Quantity – number of item/s issued	Property Management Division
15. Issue-Remarks – additional information regarding the item/s issued	Property Management Division
16. Issued by and date – signature, printed name and designation of the Supply and/or Property Custodian who issued the item/s and date of issue	Property Management Division
17. Received by and date – signature, name and designation of the person who received the item/s and date of receipt	End-user

C. All item/s requested shall be based on the Project Procurement Management Plan/Annual Procurement Plan.

D. This form shall be prepared in three copies distributed as follows:

Original – Accounting Division/Unit (to be attached to the RSMI)

Copy 2 – Requisitioning Division/Office's file

Copy 3 – Supply and/or Property Division/Unit's file