

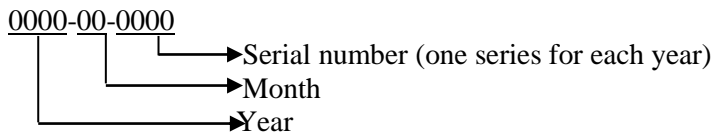
REQUISITION AND ISSUE SLIP (RIS)

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:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – fund cluster name/code in accordance with the UACS
3. **Division/Office** – name of the requisitioning division/office
4. **Responsibility Center Code** – cost/responsibility center code of the requisitioning division/office
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:



6. **Requisition-Stock No.** – stock number of the item being requisitioned as provided by the Supply and/or Property Division/Unit
 7. **Requisition-Unit** – unit of measurement of the stock being requisitioned such as piece, roll, box, ream, etc.
 8. **Requisition-Description** – description of the item being requisitioned
 9. **Requisition-Quantity** – number/quantity of the stock being requisitioned
 10. **Purpose** – brief explanation of purpose pertaining to the stock being requisitioned
 11. **Requested by and date** – signature, printed name and designation of the Head/Authorized Representative of the Requisitioning Division/Office, and date of request
 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
 13. **Stock Available? Yes or No** – A Purchase Request shall be prepared by the Requisitioning Office/Unit for item/s not available on stock.
 14. **Issue-Quantity** – number of item/s issued
 15. **Issue-Remarks** – additional information regarding the item/s issued
 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
 17. **Received by and date** – signature, name and designation of the person who received the item/s and date of receipt
- C. All item/s requested shall be based on the Project Procurement Management 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