

SMO ☐ NO. _____
 SK ☐ NO. _____
 EJ ☐ NO. _____
 WT ☐ NO. _____

REQUISITION ON STOREROOM
or
MATERIAL RETURNED MEMO

STOREROOM	
SYMBOL	LOC'N CODE

TRANSMITTAL		BATCH
MONTH	DAY	NUMBER

TRUCK NO.	DATE PREPARED	PREPARED BY	APPROVED BY (SIGNATURE)		
LOCATION OF JOB			APPROVER (PRINT)		
DATE ISSUED		ISSUED BY	DEPT	CREW	TYPE

ROS/ACCOUNT TRANSFER ☐ #
 MRM/ACCOUNT TRANSFER ☐ #
 ROS/STORES COUNT ☐ #

SLR	
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	MATERIAL / TOOL DESCRIPTION	INTERNAL ORDER NUMBER	M & S #			Unit of Issue	QUANTITY		S L I	COST		
			3 Digits	3 Digits	3 Digits		Requested	Actual Issue			COST	
											UNIT	TOTAL
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
LOCATION MATERIAL PLACED			TOTALS			QUANTITY			COST			
MATERIAL RECEIVED BY						LINE CT.			LINE CT.			

ENTER EVERY ACTUAL ISSUE QUANTITY IN ACTUAL ISSUE COLUMN

Approver: Richard Lee