**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12342&utm_source=template-word&utm_medium=content&utm_campaign=Retail+Inventory+Requisition+Form-word-12342&lpa=Retail+Inventory+Requisition+Form+word+12342)Retail Inventory Requisition Form   
Template**

**Your Logo**

|  |  |  |  |
| --- | --- | --- | --- |
| Requested By | | | |
| Name | | | |
| Department | | | |
| Description | | | |
| Purpose / Use | | | |
| Description | | | |
| Vendor Name | | | |
| Name | | | |
| Vendor Point of Contact | | | |
| Name | | | |
| Vendor Address | | | |
| Street, City, State ZIP | | | |
| Vendor Phone | | | |
| 000-000-0000 | | | |
|  |  |  |  |
| Date Requested | | | |
| MM/DD/YY | | | |
| Date Needed | | | |
| MM/DD/YY | | | |
| Charge To | | | |
|  | | | |
| Ship Via | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Inventory Requisition | |  |  |
| Item No. | Description | Quantity | Issued |
| 1 | Content | 0 | MM/DD/YY |
|  |  | 0 | MM/DD/YY |
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| --- | --- | --- | --- | --- |
| Departmental Use Only | |  | |  |
| **Approvals** | | |
| Name 1 | | |
| Name | | |
| Signature 1 | | |
|  | | |
| Date | | |
| MM/DD/YY | | |
| Email | | |
|  | | |
| Phone | | |
|  | | |
| Address | | |
|  | | |
| YES | Approved? | |
| NO |
| YES | Vendor EIN on File? | |
| NO |
| Name 2 | | |
| Name | | |
| Signature 2 | | |
|  | | |
| Date | | |
| MM/DD/YY | | |
| Email | | |
|  | | |
| Phone | | |
|  | | |
| Address | | |
|  | | |
| YES | Approved? | |
| NO |
| YES | Vendor EIN on File? | |
| NO |
| PO Box Number | | |
|  | | |
| EIN or SSN | | |
|  | | |
| **Comments** | | |
|  | | |

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| --- |
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