



COMSATS University Islamabad (CUI), Lahore Campus

STORE ITEMS ISSUANCE FORM

Kindly issue me the following items for official use;

Ref # _____

Sr.#	Description	Qty. Required	Qty. Issued
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Purpose: -----

Requested By/Name :-----

Authorized By/Name: -----

Designation: -----

Designation: -- -----

Department: -----

Department: -----

Signature /Dated: -----

Signature / Date: -----

Received Bar Code Tag By:

Received By:

From: - ----- **to:**-----

Name: -----

Name:-----

Designation: -----

Designation /Department:-----

Department: -----

Signature/ Date: -----

Signature / Date:: -----

For official use only

Issued by:

Stock Entered by:

Name: -----

Name: -----

Signature / Date:: -----

Signature / Date:: -----

Note:

1. Recommendation required regarding Electric, Hardware & Plumbing items from works Department.