



# MATERIALS REQUEST AND ISSUANCE FORM

## Forms and Templates

Document Number:  
FM-SS-04.11

Revision No  
0

Department:  
Fleet Management

Effective Date:  
September 18, 2018



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DOCUMENT NO:	FM-SS-04.11
EFFECTIVE DATE:	September 18, 2018
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DEPARTMENT:	Fleet Management

Date: \_\_\_\_\_ BU: \_\_\_\_\_  
 Plate Number: \_\_\_\_\_ Type: \_\_\_\_\_  
 Drivers Name: \_\_\_\_\_ EIR/PMS Reference: \_\_\_\_\_

*To be filled by the Mechanic:*

QTY	UOM	ITEM DESCRIPTION	AMOUNT

Remarks:

<b>Issued by:</b> <b>Fleet In-charge</b>  _____ <b>Signature over Printed Name/Date</b>	<b>Parts Received by:</b> <b>Chief Mechanic / Mechanic</b>  _____ <b>Signature over Printed Name/Date</b>	<b>Approved by:</b> <b>Fleet Manager</b>  _____ <b>Signature over Printed Name/Date</b>
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SERIES NUMBER HERE

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

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