

Inventory Dispatch Release Document

Document No.: Date:

Requester Name:

Department:

Purpose:

| No | Item Description | Item Code | Qty | Unit | Remarks |
|----|------------------|-----------|-----|------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Dispatch Remarks:

Requested By / Date

Approved By / Date

Released By / Date

Received By / Date