## **INVENTORY RELEASE FORM TEMPLATE**

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**RELEASE FORM** 

DEPARTMENT		
CONTACT PERSON		
CONTACT PHONE		
CONTACT EMAIL		
APPROVED BY DEPT HEAD		DATE
APPROVED BY BUDGET APPROVAL		DATE
RECEIVED BY		DAT

DATE OF ORDER	
DATE APPROVED	
DATE RECEIVED	

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	SUBTOTAL			

SUBTOTAL

COMMENTS

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