



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA





PROFESSIONALISM INTEGRITY ACCOUNTABILITY

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## MEMORANDUM

**TO :** ALL DISTRICT AND  
SUPPORT COLLECTING OFFICERS  
ADMINISTRATIVE OFFICES  
ALL OTHERS CONCERNED

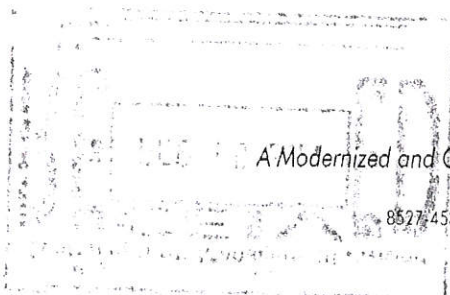
**FROM :** REY LEONARDO B. GUERRERO  
Commissioner   BOC-03-08615  
FEB 11 2021

**SUBJECT :** REQUISITION AND ISSUE SLIP (RIS) FORMAT  
USED IN REQUESTING ACCOUNTABLE FORMS

**DATE :** 27 January 2021

In compliance to the Commission on Audit (COA) recommendation to use the prescribed format in requesting accountable forms, the Requisition and Issue Slip (RIS) and the instruction on proper accomplishments of the same is hereby circulated for immediate use.

For compliance.



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**REQUISITION AND ISSUE SLIP**

Entity Name : BUREAU OF CUSTOMS						Fund Cluster : _____			
Division :						Responsibility Center Code : _____			
Office :						RIS No. : _____			
<i>Requisition</i>				<i>Stock Available?</i>		<i>Issue</i>			
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	From	To	Remarks
Purpose: _____									
Requested by:			Approved by:			Issued by:		Received by:	
Signature : _____									
Printed Name : _____									
Designation : _____									
Date : _____									