



## Machinery - Equipment Requisition Record (MER)

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Project: \_\_\_\_\_

Reference No.: \_\_\_\_\_

DESCRIPTION OF MACHINERY / EQUIPMENT: (NAME OF ITEM)		QUANTITY OF ITEM:	
LOCATION OF USE:			
DATE REQUIRED TO USE:		<input type="checkbox"/> The box if required to return the machinery / equipment after use. SLG Site Person in Charge to Acknowledge for Return of the Machinery / Equipment	
PERIOD / TIME REQUIRED TO USE:			
FROM: TO:		SIGNATURE / NAME DATE:	
SUBCON / SUPPLIER / WORKER		SLG SITE PERSON IN CHARGE	
REQUEST BY:		VERIFIED BY:	
SIGNATURE		SIGNATURE	
NAME:		NAME:	
DATE:		DATE:	
COMPANY:		SLG PIC / STOREKEEPER ACKNOWLEDGE BY:	
CONTACT NO:		SIGNATURE / NAME DATE:	