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Material Requisition

Site asks the office for materials — approved requisitions become purchase orders

Requisition no.	MR-031
Date	23-Nov-2026
Project	4-bedroom bungalow, Lugbe (example)
Requested by	Site supervisor
Needed on site by	27-Nov-2026
For work	Lintel and ring beam

Item	Material	Qty	Unit	In store now	Purpose / location
1	Cement 50 kg	120.00	bags	15.00	Lintel + ring beam concrete
2	12 mm iron rods	60.00	lengths	4.00	Ring beam main bars
3	Binding wire	2.00	rolls	0.00	

Requested by	**Approved by**
Name:	Name:
Date:	Date:

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Site Store Log (Stock Card)

Every bag, rod and block in and out of the store. Balance calculates — count the store weekly and compare.

Material	Cement 50 kg (copy the tab for each material)	**Unit**	bags
Storekeeper	(name)	**Minimum stock**	20 bags

Date	Supplier / issued to	Ref.	In	Out	Balance	Used for	Signed
20-Nov-26	Opening stock		40.00	0.00	₦40		
21-Nov-26	Masons — blockwork	Issue 112	0.00	25.00	₦15	Blockwork mortar	
27-Nov-26	Supplier A (PO-2026-048)	Waybill 7781	120.00	0.00	₦135		
28-Nov-26	Concrete gang	Issue 113	0.00	64.00	₦71	Lintel + ring beam (8 m³)	

Issue cement against a signed issue slip only. A weekly count that is lower than the balance means leakage — find it before it grows.

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Faster option: use the free Track My Build — Materials and expenses in one place at https://nigeriabuildingcost.ng/construction-management-software-nigeria