

Structural Steel Material Requisition Checklist

Project Information

Project Name
Project Number
Location
Date
Prepared By
Requisition Number

Material Details

No.	Description	Grade/Type	Specification	Dimension/Size	Length	Quantity	Remarks

Checklist

- Drawings and specifications reviewed
- Material grades and standards confirmed
- Quantities and dimensions verified
- Availability of materials checked
- Delivery date required
- Inspection and test requirements
- Certification documents required
- Packing and marking instructions

Approval

Name	Signature	Date