



Office of the
University Registrar

DEPARTMENT

MATERIALS REQUISITION CHECKLIST (FINALS)

COURSES WITH FINAL EXAMINATIONS					MATERIALS NEEDED	
COURSE CODE	NO. OF STUDENTS	NO. OF EXAM SETS	NO. OF EXAM PAGES	NO. OF SECTIONS	SCANNABLE ANS. SHEET (piece)	EXAM BOOKLET (piece)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
TOTAL						

INSTRUCTIONS

1. Please accomplish this form to request for materials related to FINAL EXAMINATIONS from the Office of the University Registrar
2. In filling out the rows and columns, please be reminded that: 1 student = 1 Final Exam Booklet / 1 Scannable Answer Sheet
3. Quantities in excess of actual requirements shall not be approved.
4. Upon the completion of the form and the signature of the Department Chair and Secretary, this form must be submitted to the Office of the University Registrar (Front Desk) **not later than the end of the 12th week of the term**. This will allow time for the **request to be served on the 13th week**, in time for the final examination on the 14th week.
5. A second sheet may be appended if the space provided is not enough.
6. While the Office of the University Registrar needs only one (1) copy of this form, it may be advisable to keep a duplicate copy of this form, duly received and machine-validated.
7. For queries regarding materials, please contact Ms. Phen Visca <josephine.visca@dlsu.edu.ph> or through extension number 153.

DEPARTMENT SECRETARY	LOC	DATE	DEPARTMENT CHAIR/VICE CHAIR	DATE