Annexure - A - Record of material issued to / received from contractors

Name of Firm / Company	MRMLLP			Project Name / Location	GMR		
Sign of Project Manager :		Sign of admin :		Sign of Security :		Sign of admin audit :	

S. No.	Date of Issue	Material Description	Qty.	Units	Rate*	Amount*	Issued by #	Issued to #	Tally Dr / Cr V. No.	Sign of Builder	Sign of Contractor
1	7/05/22	safety belt	03	NO'S	420	1,260	Basaveshwara	Kailash			Kailash
2.	9/05/22	safety belt	08	NO'S	420	3,360	Basaveshwara	Kailash			-
3.	9/05/22	Male helmates	10	NO'S	53	530	Basaveshwara	Kailaspandi			-

Notes : 1. *Rate and amount are exclusive of GST. 2. Issued by can be Contractor or Builder. Same for issued to. 3. Builders sign must be of project manager or admin officer at site. 4. Write on alternate lines. 5. Start with fresh page at end of week (Friday to Thursday). 6. Check rate with purchase / PO / WO.