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

Name	Name of Firm / Company	ny	MRMIID		Project Na	Project Name / Location	3	SMR				
Sign	Sign of Project Manager:		Sign of admin:	4		Sign	Sign of Security:	June 5	Sign of admin audit:	in audit :		
o o	Date of							Issued by #	Issued to #	Tally Dr / Cr	Sign of	Sign of
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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.