

Annexure - 5 - Record of material issued to / received from contractors.

Annexure - A - Record of material issued to / received from contractors.									
Name of contractor/company		Project Name / Location		Sign of admin audit		Sign of Project Manager		Sign of admin	
Herbivore Valley		Blondie Ponding Grounds, W.B.							
Sign of Security		Sign of Security		Sign of Security		Sign of Security		Sign of Security	
G. P. Singh		G. P. Singh		G. P. Singh		G. P. Singh		G. P. Singh	
Issued to #		Issued to #		Issued to #		Issued to #		Issued to #	
Tally Dr / Cr		Tally Dr / Cr		Tally Dr / Cr		Tally Dr / Cr		Tally Dr / Cr	
Sign of Builder		Sign of Builder		Sign of Builder		Sign of Builder		Sign of Builder	
Sign of Contractor		Sign of Contractor		Sign of Contractor		Sign of Contractor		Sign of Contractor	

[illegible]

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 days.
5. Start with fresh page at end of week (Friday to Thursday). 6. Check rate with purchase / PO / WO.