

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

Name of firm/company		Project name/location																					
Sign of project manager:		Sign of admin:		Sign of security:																			
S. no		Date of issue		Qty		Units		Rate*		Amount*		Issued by#		Issued to#		Tally dt/cr V no.		Sign of Builder		Sign of Contractor			
1)	05/4/21	Gummy bags		200	NOS	10/-		2000/-															M.R. Reddy
<b>Total -</b>																						2000/-	

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 each week (Friday to Thursday). 6. Check rate with purchase/PO/WO.