

OUTWARD - GATE PASS

No.: 1953

Date:	12-05-2020	Time:	15:50
Company:	Villa Orchids		
Project/site:	Villa Orchids LLP		
Destination:	Vista Homes		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
93	Jaya	TSIDUA9758	Madhu / a.f.m.r.l.
	Material Description	Quantity	Units
1.	Office Desk Table	03	No's
2.	4x2		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total		
Charges/refund		Purpose for transfer	
☒ No charge		☐ Return to supplier for exchange	
☐ For refund from supplier		☐ Return to supplier for refund	
☐ Transfer to other site/project		☒ On loan to be returned	
☐ Transfer to other site/project		Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	
☐ Transfer to another phase of firm/company/project		☐ No charges to be collected	
☐ No charge		☐ for repairs & service	
☐ Other:		Details:	
Remarks: The above finding to Vista Home for office use.			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:			
Received by other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.