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

Name of firm/company	Vista Homes	Project name/location	Vista Homes.				
Sign of project manager:	Manly	Sign of admin:	Snehapriya	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
01.	01/06/20	PPC Cement	100	Bags	219.00	21900.00	Security	S. Asjum		Manly	SA
						21900/-					

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.

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