

OUTWARD - GATE PASS

No.: 1411

Date: 17/10/20		Time: 17:37	
Company: M L F			
Project/site: JAL			
Destination: JAL			
Outward No.: 37	Vehicle type: JAYO	Vehicle No: TSICU/9758	Vehicle driver: Salomon
	Material Description	Quantity	Units
1.	13-103 - 13-109	Nos	31
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total			31
Charges/refund		Purpose for transfer	
<input type="checkbox"/> No charge		<input type="checkbox"/> Return to supplier for exchange	
<input type="checkbox"/> For refund from supplier		<input type="checkbox"/> Return to supplier for refund	
<input type="checkbox"/> Transfer to other site/project		<input type="checkbox"/> On loan to be returned	
<input type="checkbox"/> Transfer to other site project		Cost of material to be collected: <input type="checkbox"/> Collect 100% cost - new material <input type="checkbox"/> Collect 60% cost - old material <input type="checkbox"/> No charges to be collected - value deemed to be nil.	
<input checked="" type="checkbox"/> Transfer to another phase of firm/company/project		<input checked="" type="checkbox"/> No charges to be collected	
<input type="checkbox"/> No charge		<input type="checkbox"/> for repairs & service	
<input type="checkbox"/> Other:		Details:	
Remarks: Cubes remaining for testing purpose			
Gate pass approved by:		Project manager	
Sign:		Admin in-charge	
Received by other site on:		Security	
Inward No.:		Admin sign:	
		Security sign:	
Approved by		Project accountant	
Sign:		Accounts manager	
		Admin - Audit	
		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