

OUTWARD - GATE PASS

No. 1000

Date:	27/02/10	Time:	18:45
Company:	B&B		
Project/site:	B&B		
Destination:	Head office		
Outward No:	Vehicle type	Vehicle no.	Vehicle driver
104	Van	1000	1000
1.	22. Van		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total			

Charges/refund	Reason for transfer	Other charges/refund by Admin - date
☐ No charge	☐ Material supplied for construction	☐ Material supplied for construction
☐ For refund from supplier	☐ Material supplied for refund	Details of credit note from supplier - date & Amount £
☐ Transfer to other site/project	☐ On loan to be returned	Return of material - inward on & date
☐ Transfer to other site/project	Cost of material to be collected:	GST bills to be raised
	☐ Collect 100% cost - new material	☐ Yes ☐ No
	☐ Collect 60% cost - old material	GST bill no.
	☐ No charges to be collected - value	Amount
		date
☐ Transfer to other site/project	Cost of material to be collected	Material supplied by inward
☐ No charge		date
☐ Other		

Remarks:	Head office		
Gate pass approved by:	Security		
Issued by other site on:	Admin sign	Security sign	
	Accounts manager	Admin - Audit	ITD

1. Approve rate & amount to be filled by sec. 3. Original to be kept in the office. 4. Print copy to be sent to Admin - audit. 5. In other cases, make GST bill. 6. Project manager to be filled in. 7. Admin - audit to be filled in. 8. Admin - audit to be filled in. 9. Admin - audit to be filled in. 10. Admin - audit to be filled in.