PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/9/20	Prepared by:	T. Bhasker
PO/WO no.	69818	PO / WO Date.	18/8/20
Supplier Name	Sai Aditya Computers	PO/WO amount	767
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	341	18/8/20	767
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			767

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	767
Amount E – PO / WO value:	767
Amount F – Difference (A – E):	–

Quantity received as per PO /WO	□ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	□ Yes ~~□ No (explained below)~~
Excess / short material received	~~□ Approved – within acceptable limits~~ □ No (explained below)
Close PO / W?O	□ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.____/- □ No
Payment – due date	5/9/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	1/9/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Requisition Form

Company Name:	Modi Properties Pvt LTd	Date:	18-08-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16424
Material required before date:		ID No.	59336

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A drum		1	No		
3	12A PCR		1	No		
4						
5						
6		69818				
7						
8						
9						
10						

Remarks: This is for Aruna Madam printer

Prepared By	Suneel	Approved by	
Sign.& Date	18-08-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.