

Figure - A - Record of material issued to/received from contractors.

name of firm/company

Voe cap

Project name/location

✓

Manager:

Sign of admin:

Sign of security:

Sign of admin audit:



Sinclair

[illegible]

* 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 at end of each week (Friday to Thursday). 6. Check rate with purchase/PO/WO.