

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

Name of firm/company	SOV	Project name/location	SOV
Sign of project manager:	Sign of admin: B. Menakshi	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
1.	13/11/20	PPC cement	10	bags	330/-	3,300/-	SOV	stavan			
2	16/11/20	PPC cement	17	bags	330/-	5,610/-	SOV	stavan			
3	18/11/20	PPC cement	10	bags	330/-	3,300/-	SOV	stavan			
4	19/11/20	PPC cement	10	bags	330/-	3,300/-	SOV	stavan			
5	19/11/20	Recor.	30	Packed	38/-	1,140/-	SOV	stavan			
6.	22/11/20	PPC cement	10	bags	330/-	3,300/-	SOV	stavan			
7	24/11/20	PPC cement	10	bags	330/-	3,300/-	SOV	stavan			

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.