

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

Name of firm/company		Project name/location		Sign of admin audit:						
SOV		SOV		For V.18 - 97.						
Sign of project manager:		Sign of admin:		Sign of security:						
SOV		B. Murabala		SOV						
S. no	Date of issue	Material description	Qty	Units	Rate*	Amount*	Issued by#	Issued to#	Tally dr/cr V no.	Sign of Builder
08	25/11/20	PPC cement	10	bags	330/-	3,300/-	SOV	Shavan.		
09	27/11/2020	PPC cement	10	bags	330/-	3,300/-	SOV	Shavan		
10	28/11/2020	PPC cement	7	bags	330/-	2,310/-	SOV	Shavan		
11	02/12/2020	PPC cement	2	bags	330/-	660/-	SOV	Shavan		
12	05/12/2020	PPC cement	12	bags	330/-	3,960/-	SOV	Shavan		
13	09/12/2020	PPC cement	04	bags	330/-	1,320/-	SOV	Shavan		
14	11/12/2020	PPC cement	31	bags	330/-	10,230/-	SOV	Shavan		

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