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

Name of firm/company	MMRK-LLP	Project name/location	Greenwood Heights.				
Sign of project manager:		Sign of admin:		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.	18/08/2020	PCC Cement Bags.	444	Bags	293	1,30,092/-	John	HLI			
2.	27/03/2021	Steel	53940	~~Kgs~~ Kgs	53.34	28,77,430/-	John	HLI			

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.