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

Name of firm/company	SOV – III	Project name/location	SOV – III		
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
06	05/06/21	Steel 8mm PO.NO - 77008 (29 Bundle)	1958	kgs	51.75/-	101,327/-	SOV-III	Ishaq.	10012		Md. Yaseef
7	05/06/21	Steel 10mm PO.NO - 77008 (42 Bundle)	3150	kgs	51.75/-	163012/-	SOV-III	Ishaq.	10012		Md. Yaseef
8	05/06/21	Steel 12mm - PO.NO - 77008 (14 Bundle)	1046	kgs	50.75/-	53,084/-	SOV-III	Ishaq	10012		Md. Yaseef
9.	05/06/21	Cement	9	bag.	256/-	2,304/-	SOV-III	Ishaq.	10012.		Md. Yaseef

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.