

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

Home line and so.

Name of Firm/Company		Sign of admin:		Project name /location		Sign of admin audit	
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 no.		Sign of Builder		Sign of Contractor	
1)		22/06/21		safety jacket		15	
Units		65/-		975/-		Vinodh Reddy	
Issued to*		Tally dr/ cr no.		Sign of Builder		Sign of Contractor	
2)		22/06/21		safety helmet		11	
Units		50/-		550/-		"	
Issued to*		Tally dr/ cr no.		Sign of Builder		Sign of Contractor	
3)		22/06/21		"		04	
Units		50/-		200/-		"	
Issued to*		Tally dr/ cr no.		Sign of Builder		Sign of Contractor	
Total		1725.00		Total		Total	

VERIFIED BY
30 JUN 2021
R. SANJAY KUMAR
MANAGER-AUDIT

Notes: 1. * Rates and amount are exclusive of GST. 2. Issued by can be Contractor or Builders. 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 the end of each week (Friday to Thursday). 6. Check rate with purchase/PO/WO.

