**Birla Institute of Technology**

**Mesra, Ranchi**

**ISSUE SLIP** STORE COPY

Book Sl. No. ………………….. Stores Sl. No. ……………..

Department …………………………………… Date ………………………

Purchase Order No. ………………………….. Date ………………………

Stores Goods Received Note No. ……………. Date ………………………

Party’s Challan No. ……………………………. Date ………………………

(\* Where Material has been directly received by the department from the supplier)

**Funded by** (Institute / Govt. / Tequip / Others) **A/c Head / Project** ………………..

Pl. specify (As finalized by Comptroller / Chief Accountant)

……………………………………….. at the time of indent (Pl. mention Indent No. …..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Description of material**  **(with full specifications)** | **Brand / Model No.** | **Quantity Demanded** | **Quantity Issued** | **Remarks** |
|  |  |  |  |  |  |

***Note*** :- Specifications mentioned in the purchase order ate to be compared with material actually supplied by the party. **Any defect / change of brand / model / as compated with purchase order** (including installation / commissioning problems) may please be **reported** within a reasonable time to purchase under a copy to stores department so that corrective action can be taken before bill is proceed for payment / adjustment.

**Section In charge Delivered By Head of the Deptt. / In charge Received material**

**in good condition**

**(Chargeman) (General Stores) (Authorised By) (Received By)**

**Birla Institute of Technology**

**Mesra, Ranchi**

**ISSUE SLIP** ACCOUNTS COPY

Book Sl. No. ………………….. Stores Sl. No. ……………..

Department …………………………………… Date ………………………

Purchase Order No. ………………………….. Date ………………………

Stores Goods Received Note No. ……………. Date ………………………

Party’s Challan No. ……………………………. Date ………………………

(\* Where Material has been directly received by the department from the supplier)

**Funded by** (Institute / Govt. / Tequip / Others) **A/c Head / Project** ………………..

Pl. specify (As finalized by Comptroller / Chief Accountant)

……………………………………….. at the time of indent (Pl. mention Indent No. …..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Description of material**  **(with full specifications)** | **Brand / Model No.** | **Quantity Demanded** | **Quantity Issued** | **Remarks** |
|  |  |  |  |  |  |

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**Section In charge Delivered By Head of the Deptt. / In charge Received material**

**in good condition**

**(Chargeman) (General Stores) (Authorised By) (Received By)**

**Birla Institute of Technology**

**Mesra, Ranchi**

**ISSUE SLIP** DEPTT. COPY

Book Sl. No. ………………….. Stores Sl. No. ……………..

Department …………………………………… Date ………………………

Purchase Order No. ………………………….. Date ………………………

Stores Goods Received Note No. ……………. Date ………………………

Party’s Challan No. ……………………………. Date ………………………

(\* Where Material has been directly received by the department from the supplier)

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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**Section In charge Delivered By Head of the Deptt. / In charge Received material**

**in good condition**

**(Chargeman) (General Stores) (Authorised By) (Received By)**