



Date: _____

RECEIPT OF MATERIALS

1. All items delivered against Purchase Order No. _____ dated _____ have been received in the lab on dated _____ and accepted.
2. The quantities of the ordered material is correct & in line with the required specifications.
3. There is no damage or deficiency in the material.
4. The items entered in the division/Lab Stock Register at Sr.No. _____ dated _____
5. Bill No. _____ dated _____
6. Location of item _____
7. Amount of Rs. _____ (%) recommended for payment to
M/s _____.

Signature _____

Name: _____

Designation: _____

Department: _____