



**MATERIAL RECEIPT & INSTALLATION-REPORT**

**1. STORES/EQUIPMENTS/MATERIALS DETAILS:-**

Indenter(s) Name :-	
Department(s) / Lab(s) :-	
Equipment(s) Details / Description :-	
Purchase order No. / Date :-	
Amount / Value :-	
Firm(s)/Vendor/Supplier(s) Name :-	
Shipment terms :- (Tick)	FOR / FCA / FOB / CIF / CIP / Ex-Works / Other

**2. STORES/MATERIAL INWARD DETAILS:-**

Mode of Supply :-	By-Hand/Courier/Clearing House Agent/Other
Material receipt date/stock :-	
Material Installation Date :-	
Invoice(s) details :-	

- a) Certified that the stores have been examined by me and found acceptable in accordance with quality, quantity and specification as per indent/order.
- b) Payment to above / Vendor / firm(s) / CHA / Courier may please be released.

Inspecting/Indenting Officer  
(Stamp and sign)

Remarks if any :-

**3. REMITTANCE / PAYMENT :-**

- a) Certified that the goods have been entered in stock register Sr. No. \_\_\_\_\_ at page \_\_\_\_\_ dated \_\_\_\_\_ and issued vide slip no \_\_\_\_\_ dated \_\_\_\_\_.
- b) The invoice is in order and has been passed and forward to accounts for payment.

Remarks if any :-

Assistant Registrar / In-charge (P&S)