**Stores Section**

**Materials Indented**

Details of the Item & quantity

Indented Dept./Section & date of Indent (*if applicable*)

Purchase Order No. & Date

Firm details, Invoice no. & date

**Receipt of Materials**

Details of the Item & quantity

Indented Dept./Section & date of Indent

Purchase Order No. & Date

Firm details, Invoice no. & date

Amount

Goods Receipt No. & date

Date of stock entry & DRS No.

**Materials rejected**

Details of the Item & quantity

Indented Dept./Section & date of Indent

Purchase Order No. & Date

Firm details, Invoice no. & date

Amount

Goods Receipt No. & date

Date of rejection & reason