**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE**

**Stores Section**

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**Monthly Report for the Month of…..**

1. **Materials Indented**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Details of the Item & quantity | Indented Dept./Section & date of Indent (*if applicable*) | Purchase Order No. & Date | Firm details, Invoice no. & date  |
|  |  |  |  |  |

1. **Receipt of Materials**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | 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. |
|  |  |  |  |  |  |  |  |

1. **Materials rejected**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | 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  |
|  |  |  |  |  |  |  |  |

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Report prepared by Report checked & verified by