SPS-403

INDIAN INSTITUTE OF TECHNOLOGY, DELHI

Transfer Voucher

To write off from Stock Record

Name of the person _____
[Issued the item(s)]

Emp. Code: _____

Deptt./ Centre/ Section _____

(Name & Code) _____

To bring on charge on Store Record

Name of the person_____
[Received the item(s)]

Emp. Code: _____

Deptt./ Centre/ Section _____

(Name & Code) _____

Sl. No. (1)	**Nomenclature of the item(s)** (2)	**Qty. Issued** (3)	**Date of Purchase** (4)	**Inv. Contl. No.** (5)	**Book Value** (6)	**Sl. No.** (7)	**Nomenclature of the item(s)** All item(s) as per details given in the column (2) (8)	**Qty. Recd.** All item(s) as per details given in the column (3) (9)

Signature of the Person _____
[Issued the item(s)]

Emp. Code: _____

Signature of HoD _____

Signature of the Person _____
[Received the item(s)]

Emp. Code: _____