

## Goods Receipt and Installation Report

Purchase Order No.	
Name of Item	
Indenter	
Whether procured for Project/Scheme	
Name of Supplier	
Invoice No.	
Date of Receipt	
Date of Installation	
Quantity as per P.O.	
Quantity received	
Reason for not accepting the item (if any)	
<p>It is certified that the received item/items are of correct quantity and quality as per institute requirements and installed at _____, on _____._____ and working satisfactorily since inception. Necessary warranty/ guarantee certificate is also received (if applicable).</p> <p style="text-align: right; margin-right: 20%;">Indenting/Receiving Officer (Not below the Rank of Supervisor)</p> <p>Counter signed by HoD (with seal)</p>	