

CENTENARY RURAL DEVELOPMENT BANK

STORES REQUISITION AND ISSUE VOUCHER FROM BRANCHES / DEPARTMENTS

FROM PALLISA (Branch /Dept) , NO. 34843 DATE 9-08-2021

TO <u>STORES</u>		(Branch Code)			FOR STORES USE ONLY		
NO	NATURE OF GOODS	CODE	UNIT	QUANTITY REQUESTED	QUANTITY ISSUED	RATE	TOTAL COST
1	PHOTOCOPYING PAPER		71	50			
2	ATM JOURNAL ROLLS		71	50			
3	TREASURY OUT		71	5 pcs			
4	STAPLING MACHINES		71	5 pcs			
5	TREASURY ANALYSIS BOOK		71	2			
6	EPISON PRINTER RIBBONS - 7100		71	5 pcs			
7	BIDMETRIC PRINTER ROLLS		71	50			
8	CASH DEPOSIT BOOK		71	1 Dozen			
9	NEW A/C OPENING FORMS (Personal & Bank Person)		71	2500			
10	Box FILES		71	50 pcs			
11	STRING FILES		71	144 pcs			
12	BLUE INK		71	5 pcs			
13	BUBBER BANDS		71	5 pcs			
14	A4 ENVELOPS		71	5 boxes			
15	BLUE PENS		71	5 boxes			
Requisition by Name: <u>Manoj Kumar</u> Signature: <u>[Signature]</u> Date: <u>9/8/2021</u>							
Approved by Name: <u>Durgesh Kumar</u> Signature: <u>[Signature]</u> Date: <u>9/8/2021</u>							
Title: <u>Assistant Manager</u>							
GRAND TOTAL <u>91121.50</u>							

The Issuing Officer must initial after the last item and a diagonal line between the last item at the foot of the form Number and kind of packages to be stated here.

Original and duplicate to be sent to store keeper, triplicate to remain in book.

Original to be kept by Store and duplicate to branch Manager/Head of Dep't

CRDB.068.01