

## Local Purchase Memo

Thru: Store

To:- Purchase

Date.....

S. No.	Item Code	Var.	Item Description	Qty. Required	UOM	Stock in main store	FOR PURCHASE DEPTT					Remarks about urgency <b>or</b> for local purchase
							Details of material					
							Qty Recd	Rate	Amount	Supplier	UPR No.	
							Total Value					

Sr. V.P.(Plant)