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| logo_small_word | title  INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  **STORES AND PURCHASE SECTION** |

FORM NO: SP-10 (P)

FURNITURE ISSUE CUM ACKNOWLEDGEMENT

|  |  |  |
| --- | --- | --- |
| Name of the Staff | : |  |
| Department/Centres/Section | : |  |
| Designation | : |  |

PARTICULARS OF FURNITURE ISSUED:

(to be filled up by S&P Section)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | P.O. Reference | Type | Qty |
|  |  |  |  |
|  |  |  |  |

The above furniture issued by S&P Section has been received in the (Name of the Department/Centre/ Section) on ………….. and entered in the Department Furniture Stock Register as below:

|  |  |
| --- | --- |
| Stock Register No |  |
| Page No |  |
| Sl. No. |  |

Signature of the Indentor

Forwarded to S&P Section for information and record.

Signature of HOD/HOC/HOS

HOS (S&P)