

30. Additional Inventory Forms

January 2002

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Six forms are recommended for making the existing property accounting system more effective and systematic. These forms are:

- Subsidiary Stock Book
- Material Return Book
- Property Return Book
- Repair Requisition Form
- Operation Log Sheet
- POL Consumption Statement

The formats of these forms are given in the following pages.

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SUBSIDIARY STOCK BOOK

Item :

Unit :

Date	Ref. No.	Particulars	Receipt		Issue		Return		Balance		Remarks
			Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	

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MATERIALS RETURN FORM
(for expendable items)

Following materials have been returned from :

Name :

Section/Site :

No. :

Job :

Date :

Sl. No.	Particulars	Unit	Qty.	Rate	Amount	Stock Book Folio No.	Remarks

Returned by

Checked by

Store Keeper

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PROPERTY RETURN FORM
(for durable items only)

Following properties have been received from :

Name :

No. :

Office / Section :

Date :

Sl. No.	Particulars	Code No.	Unit	Qty.	Amount	LOR/PCR Folio	Condition	Remarks

Returned by

Checked by

Store-keeper

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REPAIR REQUISITION FORM

Plant/Vehicle No. : Time and Date : Job No.
Make / Type : Previous Repair : Date :
KM / Hour Meter : Date :
Place of Working : KM / Hour Meter :

It is requested to arrange for repair the following defects found in the above plant / vehicle.

S.No.	Details of Defect	Remarks

Driver's Signature. : Recommended by: Approved by :
Date : Date : Date :

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OPERATING LOG SHEET

Employed by :

Make/Type :

Log Sheet No. :

Fuelled by :

Machine No. :

Date :

Date	Working Place	Details of Work done	Working Hour			Fuel, Oil and Lubricant			Parts Replaced & Service Charge	Operator's Signature	Employer's Signature	Supervisor's Signature	Remarks
			From	To	Total	Type	Qty.	Amount					

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POL CONSUMPTION STATEMENT

Machine No. :

Period : :

Make/Type :

From :

Fuel :

To :

Log Sheet		Requisition Form No.	Particulars of Fuel, Oil & Lubricant (Ltr)							Others		
No.	Date		Fuel	Engine Oil	Gear Oil	Brake Oil	Hydraulic Oil	Trans Oil	Grease (Kg)	Petrol	Diesel	Kerosene
Total Monthly Consumption												
Cost Per Unit												
Total Cost												