

APPENDIX  
**CANTEEN STORES DEPARTMENT**

Purchase Order No.	_____	Date	_____
Bill No	_____	Date	_____
Delivery Schedule	_____	Date	_____
Extn of Delivery Schedule Vide Letter No	_____	Date	_____
Date of Receipt of Consignment	_____		
Delay in No. of Days	_____		
Debit Note No	_____	Date	_____
Amount	_____	Raised towards penalty against late delivery.	
Form 2 No.	_____	Date	_____
BFA No.	_____	Date	_____

**For Use of F & A Branch**

**Certified Billed Stores**

Account if F2 stated above dated

1/o F/c Section Forms & Quality checked with Purchase order and checked with suppliers Ledger.

Date	_____	Bills clerk rate and calculations of the bill checked as per
purchase orders date	_____	Comptist PASSED FOR
PAYMENT		

Date	_____	AAO/Accountant
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Date  
Received

Date  
Returned/Forwarded

Co-ord-sec  
F2 Sec  
Bill Sec