



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

भण्डार स्थानांतरण पत्र
STORES TRANSFER VOUCHER

(For Transfer of Equipment from One Custodian/Department/
Section to other Custodian/Department/Section)

FORM NO.: SS05

STORE/IN/TV/No. _____

Financial Year: _____

Date: _____

(To be filled by Store Assistant)

(To be prepared in **Triplicate**. One copy each for Assets Handing over, Taking Over and original to be retained by the Store Section.

| TRANSFERRED BY | | | | | TRANSFERRED TO | | | |
|--|---|--------------|---|------------------------|--|--------------|---------------------------------|---------|
| Department /Section: | | | | | Department/Section: | | | |
| Name & Designation: | | | | | Name & Designation | | | |
| ID No: | | | | | ID No: | | | |
| Store relates to Dept/Project No: (If any) | | | | | Store relates to Dept/Project No: (If any) | | | |
| Sl. | Ref. PO No/GeM No/ Direct Purchase & Date | Name of Item | Item Specification with Make & Model No/ Part No./ Sl.No. | Qty Transfer red | Stock Entry No. & Year | Unit Rate | Total Cost incl. Of taxes | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Sign. of Custodian (Handing Over)

Name:

Date:

Sign. of Custodian (Taking Over)

Name:

Date:

Signature of PI/HoD

Name :

PI/HoD (Handing Over)

Date:

Signature of PI/HoD

Name :

PI/HoD (Taking Over)

Date:

FOR USE OF STORE SECTION

Updated Inventory Ledgers

Signature of Store Assistant

Name :

Date:

Signature of Store Officer

Name :

Date:

Note: (Duly filled form, certified by indenter/custodian and HOD)