**ISSUE AND RECEIPT VOUCHER**

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| Dept/Division/Project\_\_\_\_\_\_\_\_\_  Issuing Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issuing Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation and Stamp\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Merchant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Issue Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stores packed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stores recorded by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mode of dispatch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  L.P.O No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Delivery No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Invoice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dept/Division/Project\_\_\_\_\_\_\_\_\_  Indenting Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Requisitioning Officer\_\_\_\_\_\_\_\_\_  Designation and Stamp\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for Demand(see note 4)\_\_\_\_\_\_\_\_ | Indent approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address for Delivery­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_  Receipt Recorded by\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chargeable to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vote/Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  S/Head/Item No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| A | B | c | D | E | F | G | H | I | J | | K | L | M |
| item | Cat.no. | location | Description of stores | Unit | Quantity required/  ordered | Quantity issued/  received | Quantity  to follow | rate | Total value | | Stock balance | Ledger folio no. | Remarks |
| 1. |  |  |  |  |  |  |  |  | Shs | Cts |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |

Certified that the above item/s has/have been received and recorded on ledger/inventory Delete as appropriate

Signature of issuing officer and date………………………………………………… Signature of receiving officer and date……………………………………….

*KEFRI IS ISO 14001:2004 EMS CERTIFIED* *This voucher is with No continuation sheet* /s