**ISSUE AND RECEIPT VOUCHER**

|  |  |  |  |
| --- | --- | --- | --- |
|  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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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