



Maharaja Agrasen College
Vasundhara Enclave, Delhi – 110096

Form No. - VIII

Requisition No.: _____

Partial / Complete Receiving Report

(Please Circle Partial or Complete)

Purchase Order No. _____ Vendor Name: _____

Bill No: _____ Dated: _____

A. Certificate of Stock Entry and working/physical condition of the items purchased:

Items / Equipments for which payment is claimed <i>(specify the item no. as listed in the bill)</i>	Qty.	Stock Register No.	Entered on Page No.	Condition Acceptable Unless Indicated Otherwise

I hereby certify that items / equipments for which payment is claimed have been received. All items received are in good physical / satisfactory condition and due for payment.

Signature by authorized person

Date Received

B. Certificate of Satisfactory Work done / Services Rendered:

Description of Work/Services Rendered: _____

I hereby certify that services for which payment is claimed have been performed. Services rendered are satisfactory and due for payment.

Signature by authorized person

Date Received