



INTEGRATED MANAGEMENT SYSTEM

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EXCESS/SHORT AND DAMAGE REPORT

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BANGLADESH POWER DEVELOPMENT BOARD

EXCESS/SHORT AND DAMAGE REPORT

Store Section Report No..... Date.....
Warehouse..... No. of Sheet..... of.....
P.O. No..... Date..... Requisition No. R&I No..... Date
Suppliers Invoice No Date..... Package No..... of
Vessel Bill No..... Carrier..... Package Slip No.....
Insurance Policy No..... Date

Item No.	QUANTITY			Short	Excess	Damaged	Part No/Size	Description of Materials	Ledger Page No.	Unit Cost	TOTAL		
	Order	Invoice	Reed.								Short Taka	Excess Taka	Damaged Taka

Condition of Container

Discrepancy Details

Prepared by..... Designation..... Date.....

Section/Stores Office

Prepared By		Approved By	
Reviewed By			