



# INTEGRATED MANAGEMENT SYSTEM

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## RECEIPT MOVEMENT SHEET

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### BANGLADESH POWER DEVELOPMENT BOARD

### RECEIPT MOVEMENT SHEET

1. Purchase Order No.....
2. Invoice No.....
3. Bill of Lading No.....
4. Date of Consignment Received.....
5. Transfer Slip No.....
6. Package Check-off Slip No.....
7. Short Packages Notification Report No.....
8. Receipt and Inspection Report No.....
9. Over Short and Damage Report No.....
10. Date Document Passed on to Stock Record Section.....
11. Date Stores handed over to in-charge "Stocks" Store Keeper Section.....
12. Remarks.....  
.....  
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**Signature of**

**Officer-in-charge Warehouse**

**Date .....**

Prepared By		Approved By	
Reviewed By			