

## INVENTORY CERTIFICATE

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01. Purchase Order No :.....
02. Description of the Goods/Services :.....
03. Model :.....
04. Serial Number :.....
05. Quantity :.....
06. Name of the Supplier :.....
07. Invoice No :.....
08. Value as per Order :.....
09. Date of Receipt of goods :.....
10. Whether any advance payment was  
Obtained on this Indent and if so the date:.....
11. Department Inventory page No Date :.....
12. Name of the Department/Division :.....
13. Recipient Name and Designation :.....

I do here by certify that the goods on the above Indent have been supplied to my department/Division in good order and have been brought on charge as stated above/the service have been rendered satisfactorily.

.....  
Date

.....  
Head of the Department  
Signature with Rubber Seal

**N.B.:** This certificate should be furnished for all the purchase made and all service rendered whether on an Indent or otherwise, ***within three (03) days.***