Security copy

MATERIAL GATE PASS

Tick one: returnable / non-returnable

Gate pass no.	Date	Type	Time out
Issued to	Purpose	Against document	Expected return
Vehicle no.	Driver or carrier	Department	Requested by

Sr.	Description of material	Code or serial no.	Unit	Qty out	Qty returned	Balance	Returned on	Inward GE no.
			Total					

Instructions

Security checks the material against this pass before it leaves, and signs with the time. Goods that leave for repair, job work or approval also need a delivery challan, and an e-way bill where the rules require one. For a returnable pass, security records each return with the inward gate entry number; stores follows up on any balance after the expected return date.

Requested by	Approved by (head of department)	Stores	Security, out (time)	Security, returned in