

Item Receipt Acknowledgment

Receipt No. : _____ Date : _____

Received From : _____

Department/Unit : _____

Item Details

| No. | Description | Quantity | Unit | Remarks |
|-----|-------------|----------|------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Notes:

Received By

Delivered By