

# Acknowledgement Receipt for Received Items

Receipt No.:

AR-2024-0015

Date:

2024-06-21

Received From:

John Doe Supplies Co.

Delivered To:

Jane Smith

Department/Location:

Procurement Office, 3rd Floor

#	Description of Item	Quantity	Unit	Remarks
1	HP LaserJet Printer Cartridge 85A	10	pcs	New, sealed
2	A4 Copy Paper, 80gsm	20	reams	-
3	Wireless Mouse	5	pcs	Tested OK

Received By (Name & Signature)

Date Received

Important Notes:

- This receipt serves as proof that the listed items were received in stated quantity and condition.
- Verify all items before signing and keep this document for your records.
- Report any issues, discrepancies, or damages immediately upon receipt.
- Unsigned or incomplete receipts may be considered invalid.