

# 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.