

ITEM RECEIPT ACKNOWLEDGEMENT

Document No.: IR-2024-0053

Date: 2024-06-22

Department: Procurement

Supplier: Acme Supplies Inc.

Delivery No.: DL-2847

Reference PO: PO-4421-A

Received Items

NO.	DESCRIPTION	QUANTITY	UNIT	REMARKS
1	Laser Printer, Model LP-700, Network Ready	5	pcs	Intact
2	Printer Cartridge (Black), LP-700 Compatible	15	pcs	Intact
3	Power Cable, Universal	5	pcs	Intact

Remarks: All items delivered in good condition. No visible damage. Verified with purchase order.

Delivered By:

Name & Signature

Date: _____

Received By:

Name & Signature

Date: _____

Inspected By:

Name & Signature

Date: _____

Important Notes

- This document serves as formal acknowledgment of item receipt by the receiving party.
- Any discrepancies or damages should be reported immediately and noted in the remarks section.
- Signatures of all relevant parties are required to validate this acknowledgement.
- A copy should be retained by both the supplier and the receiver for future reference.