

Corporate Procurement Receipt

XYZ Corporation Ltd.

123 Business Ave, Cityville, Country

Tel: (123) 456-7890 | Email: purchasing@xyzcorp.com

Receipt No.:

CPR-2024-0089

Date Issued:

2024-06-20

Purchase Order No.:

PO-4563

Issued To:

ABC Supplies & Logistics

Department:

IT Operations

#	Description of Item	Quantity	Unit Price	Total
1	Dell Latitude 5420 Laptop	5	\$950.00	\$4,750.00
2	HP LaserJet M404dn Printer	2	\$320.00	\$640.00
3	Logitech Wireless Mouse	7	\$23.00	\$161.00

Subtotal \$5,551.00

Tax (5%) \$277.55

Total Amount \$5,828.55

Authorized by:

Name: _____

Date: _____

Received by:

Name: _____

Date: _____

Important Notes:

- This receipt is valid only for goods/services listed above.
- All procurement must be backed by an official purchase order.
- Please verify all items upon receipt and report discrepancies immediately.
- Keep this document for your financial records and future reference.
- Receipts are subject to periodic audit by the corporate finance department.