

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.