

# Departmental Goods Receipt Acknowledgement

Department: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Issued By (Supplier/Store): \_\_\_\_\_

## Goods Received Details

#	Description of Goods	Quantity	Unit	Remarks
1				
2				
3				

## Remarks / Observations

\_\_\_\_\_  
Received By  
(Name & Signature)

\_\_\_\_\_  
Checked By  
(Name & Signature)

\_\_\_\_\_  
Date

**Note:** Please verify the goods received thoroughly before acknowledging. Report any discrepancy immediately.