

# Goods Receipt Record Sheet

Date: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Purchase Order No.: \_\_\_\_\_  
Supplier Name: \_\_\_\_\_  
Delivery Note No.: \_\_\_\_\_  
Department: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Checked By: \_\_\_\_\_

## Received Goods Details

No.	Description of Goods	Item Code	Quantity Ordered	Quantity Received	Unit	Remarks

Received By

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Checked By

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Authorized By

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