

Goods Received Voucher

GRV No.:

Date:

Supplier Name:

Delivery Note No.:

Purchase Order No.:

Received By:

#	Item Description	Item Code	Unit	Quantity Ordered	Quantity Received	Remarks
1						
2						
3						
4						

Remarks / Notes:

Prepared By

Checked By

Received By

Authorized By

*This voucher confirms the physical receipt of goods as per purchase order.

*Any discrepancies should be reported immediately.