

Store Inventory Material Acceptance Document

Document No.

e.g. INV-2024-0001

Date

YYYY-MM-DD

Store Location

Enter store location

Supplier Name

Enter supplier name

Delivery Note No.

Enter delivery note number

Received By

Name of person

Material Details

No.	Material Name	Description	Unit	Quantity Received	Remarks

Comments / Notes

Optional comments or notes

Signatures

Received By

Date: _____
Checked By _____

Date: _____
Approved By _____

Date: _____