

# 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: \_\_\_\_\_