

PROCUREMENT POLICY

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WAREHOUSE RECEIPT FROM SUPPLIER FORM

Date: / /

Time:

Warehouse:	
Employee:	Signature:
Account	Code:
Document type: <input type="checkbox"/> Purchase order <input type="checkbox"/> Invoice	Reference #:
Voucher:	Voucher #:

Items Received:

Line	Item	Unit	Quantity	Location
1				
2				
3				
4				
5				
6				
7				
8				

Confirmed by:

Signature :

Date: