

GOODS RECEIVED NOTE

From: (Supplier) To: (Receiving)	Order No.: Delivery Note No.: Invoice No.: Requisition No.: Requisition By: Date:
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Item No.	Item Code	Item Specification	Unit	Qty Ordered	Qty Received	Unit Cost	Total Value	Balance

Stores Officer: Name:.....Signature.....Designation.....Date.....
 Users Acceptance Certificate: Name.....Signature.....Designation.....Date.....
 Remarks:

Distribution: Original (White copy) – Accounts, Duplicate (Green) – User, Triplicate (Pink) – Purchasing, Quadruplicate (Blue) – Stores