

## PROCUREMENT POLICY

|                     |           |                |              |
|---------------------|-----------|----------------|--------------|
| Form #              | AD-501-F1 | Revision #     | 02           |
| Accessibility level | A         | Effective date | Jan 20, 2021 |

### WAREHOUSE RECEIPT FROM SUPPLIER FORM

Date:        /        /

Time:

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

#### Items Received:

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

**Confirmed by:**

**Signature :**

**Date:**