

Itemized Receipt Form Sample for Purchase Verification

Use this **itemized receipt form sample** for purchase verification to ensure clear documentation of all transaction details. It itemizes each purchased item, including quantities, prices, and totals, providing accuracy and transparency. This form is essential for record-keeping and auditing purposes.

Vendor Information

Vendor Name:	[Vendor Name]	Date:	[Date]
Address:	[Vendor Address]		
Contact Number:	[Phone Number]	Receipt No.:	[Receipt Number]

Purchaser Information

Purchaser Name:	[Purchaser Name]	Department:	[Department]
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Itemized Purchase Details

#	Item Description	Quantity	Unit Price	Total
1	[Item 1 Description]	1	0.00	0.00
2	[Item 2 Description]	1	0.00	0.00
Subtotal:				0.00
Tax (%):				0.00
Total Amount:				0.00

Authorization

Authorized by (Signature):		Date:	
Received by (Signature):		Date:	

Note: Please attach supporting documents (invoices, receipts) for verification.