

Acknowledgement Receipt for Office Supplies Received

This **acknowledgement receipt** confirms the delivery and receipt of office supplies by the designated personnel. It serves as a formal record to ensure accountability and proper inventory management. Timely acknowledgements help maintain efficient office operations and resource tracking.

Date Received: _____
Received By (Name & Department): _____

Details of Supplies Received

Item Description	Quantity	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____

Received By:

Name & Signature

Delivered By:

Name & Signature