

**TEMPLATE RECEIPT
ACKNOWLEDGEMENT RECEIPT**

ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT

University of Southeastern Philippines

Quantity	Unit	Description	Amount	Property No.
		P.R. No.:	Date:	Account Code:
		P.O. No.:	Date:	
		B.U.R./O.R. No.:		
		D.V. No.:		
		Dealer:		
		Inv. #:	dated:	
Received by:			Received from:	

[Person who will receive the Unit / Equip.]

Company Name

Administrative Officer III