

High-Value Items Receiving Checklist

Receiving Information

Date	
Time	
Receiver Name	
Location	
PO/Order Number	
Supplier/Carrier	

Item Details

Item Description	Quantity	Serial/Lot Number	Condition	Comments

Checklist

Check	Status	Initials
Packaging Intact		
Item Damage Inspection		
Quantity Verified		
Documentation Provided		
Sign-off Complete		

Notes

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