Incorrect Receiving Inventory Correction Request

Requester Name							
Department							
Date							
Receiving De	etails						
Purchase Order Number							
Receiving Date							
Items for Co	rrection						
Item Code	Item Description	Received Qty	Correct Qty	Remarks			
Reason for Correction							
Teasorrior Correction							
Approvals							
Supervisor							
Date							
Date							
Additional Notes							