



UNIVERSITY OF NAIROBI
 PROCUREMENT DEPARTMENT
 Inspection and Acceptance Form

PART A

Supplier's Name:	
Postal Address:	
Telephone Contact:	
Date/Time of Delivery	
Name of Person delivering the Goods/Vehicle Registration \Number	

PART B

Description of Goods/Services

PART C

LPO No:	Date of LPO:
Delivery Note No:	Date of Delivery:
Invoice No:	Date of Invoice:

PART D

Accepted
Rejected
Duration of Delivery

NB: ✓ For Acceptance
 × For Reject

PART E

Inspection and Acceptance Committee members

	NAME	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			
7			

PART F -

Remarks by Chairman

NB: This form must be completed at all times during the receiving of goods/services
 This form must be signed by members of the Inspection and Acceptance Committee and the user.
 The completed form will constitute part of the documents in processing payments.