

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:	
Delivery Note No:	
Invoice No:	

PART D

Accept	
Reject	

NB: For Acceptance
 X 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.