## Delivery Audit Template

Auditor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Auditor Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **No.** | **ITEM**What was delivered? | **RECIPIENT** Who was the item delivered to? | **LOCATION**Where was the item delivered? | **DELIVERY DATE**When was the item delivered? | **DELIVERED BY**Who delivered the item? | **RECEIVED**Does the recipient confirm that they have received the item?  | **OBSERVED**Ask to see the item. Is it the correct item? (If possible take a photo) | **TIMEFRAME**When did the recipient say they received the item? | **RESULT** Has the audit confirmed that the delivery occurred? | **RECIPIENT SIGNATURE**Signature or thumb print of the recipient showing that you met wit them. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *20kg bag of soy flour for nutrition program* | *Mrs. Judy Muhango* | *Bunda Village* | *13th August 2013* | *Logistician - Mr. Jake Mzimba* | *Yes*  | *Yes – she had the empty soy flour bag* | *August 2013* | *Confirmed* | *J.Muhango* |
| *2* | *One mosquito net for the malaria prevention program* | *Mrs. Gift Kamanga* | *Mitundu Village* | *23rd September 2013* | *Logistician - Mr. Jake Mzimba* | *No* | *No* | *N/A – not received* | *Not confirmed* | *Kamanaga* |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | ConfirmedNot confirmed |  |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | ConfirmedNot confirmed |  |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | ConfirmedNot confirmed |  |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | ConfirmedNot confirmed |  |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | ConfirmedNot confirmed |  |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | ConfirmedNot confirmed |  |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | ConfirmedNot confirmed |  |