## Receipt Audit Template

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

| **No.** | **ITEM**  What was purchased? | **SUPPLIER**  Which shop was the item purchased from? | **RECEIPT NUMBER**  What is the ID number on the receipt? | **DATE**  When were the items purchased? | **COST**  What was the total cost? | **PURCHASED BY**  Who purchased the item? | **PRICE**  Does the price in the shop match the price on the receipt? | **RECEIPT**  Does the shop have a duplicate of the receipt that matches the original copy? | **RETURNS**  Were any of the items returned for a cash refund? | **RESULT**  Has the audit confirmed that the purchase? | **SUPPLIER SIGNATURE**  Signature or thumb print of the supplier showing that you met wit them. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *6 x 50kg bags of cement for the water pump construction* | *Mpala Hardware* | *1467* | *13th Aug 2013* | *$180USD ($30 per bag)* | *Logistician - Mr. Jake Mzimba* | *No – the price in the shop is $25 per bag* | *No – on the duplicate the price is $25 per bag, with a total of $150* | *Yes – two bags were returned for a cash refund before being used* | *Not confirmed* | *J.Muhango* |
| *2* | *300 x bed nets for the mosquito campaign* | *PSI* | *3002* | *23rd Sep 2013* | *$1500 ($5 per net)* | *Logistician - Mr. Jake Mzimba* | *Yes* | *Yes* | *No* | *Confirmed* | *Kamanaga* |
|  |  |  |  |  |  |  | Yes / No | Yes / No / NA |  | Confirmed  Not confirmed |  |
|  |  |  |  |  |  |  | Yes / No | Yes / No / NA |  | Confirmed  Not confirmed |  |
|  |  |  |  |  |  |  | Yes / No | Yes / No / NA |  | Confirmed  Not confirmed |  |
|  |  |  |  |  |  |  | Yes / No | Yes / No / NA |  | Confirmed  Not confirmed |  |
|  |  |  |  |  |  |  | Yes / No | Yes / No / NA |  | Confirmed  Not confirmed |  |
|  |  |  |  |  |  |  | Yes / No | Yes / No / NA |  | Confirmed  Not confirmed |  |