



# FACULTY OF NURSING AND PUBLIC HEALTH

## (Goods Receiving Committee Form)



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**The Good Receiving Committee shall comprise of:**

- a) Dy. Chief Adm/HR Officer;
- b) Sr. Accounts Assistant;
- c) Procurement Assistant;
  
- d) The relevant staff or the Faculty's relevant sector head, is responsible for the proper receipt and inspection of according to the supply order as specified hereunder:

- 1. Supply of Computers and Network Accessories
- 2. Supply of Kitchen Equipment
- 3. Photocopy Spare Parts and Audio-Visual Items
- 4. Furniture and Equipment
- 5. Office Supplies (Stationery & Sport Items)
- 6. Maintenance Items (Plumbing/Electrical/Carpentry)

This includes verifying the quality, quantity, and conformity of the items as per the specifications outlined in the supply order before they are accepted.

Sl. No	Name	Designation	Signature
1	Pema Wangmo	Dy. Chief Adm/HR Officer	
2	Kinzang Dema	Sr. Accounts Assistant	
3	Tshechu Dorji	Procurement Assistant	
4			

**Date:** \_\_\_\_\_