



THE AMERICAN UNIVERSITY IN CAIRO

الجامعة الأمريكية بالقاهرة

SUPPLY CHAIN MANAGEMENT OFFICE

STAMP RECEIPT CONFIRMATION FORM

SCM – Reference :

PR Date :

Department Name :

Authorized person :

Stamp Type :

Quantity Ordered :

Stamp Sample : 

Communication office approval date/reference (Enclosed): -----/-----

This is to confirm that the required stamp was successfully received in full quantity/ies by the requested department.

The department will be responsible of destroying/destroying any old stamp(s), with no responsibility on the office of the supply chain management, where the department will be the sole responsible party of keeping any other stamps versions at their end.

I, as the authorized person, confirm the contents of the above stamp receipt confirmation form, and by signing on this letter I'm removing any liability on the office of the supply chain management towards this request.

Received by (Authorized person)

Name:

Signature:

Date: