

## Royal Institute of Management

### Simtokha: Thimphu

#### Goods receiving committee form

The following are the goods receiving committee, as designated in office order RIM/ADM-01/2024/1110 dated October 22, 2024, is responsible for the proper receipt and inspection of according to the supply order as specified hereunder:

1. Stationeries and sports items ☐
2. Plumbing, electrical and carpentry items ☐
3. Supply of computers and network accessories ☐
4. Photocopy spare parts and audio-visual items ☐
5. Furniture and others ☐

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

Name & Signature: .....

Designation:.....

Name & Signature: .....

Designation:.....

Name & Signature: .....

Designation:.....

Date:.....

