



# RECEIPT OF GOODS

Program Name: Promise Neighborhood Family Success Center

I, Sam Smith, have received the goods or services listed below from Jane Miller an agent of Center For Family Services.

**1 Backpack**

**1 ticket to Adventure Aquarium**

**1 winter coat**

**1 pair of gloves**

Name (printed): Sam Smith

Signature: \_\_\_\_\_

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

Staff Name (printed): Jane Miller

Staff Signature: \_\_\_\_\_

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

The Receipt of Goods form should be signed for any items received by clients of Center For Family Services. The original signed Receipt of Goods form should be given to the finance office. A copy of the form should be kept in the client file.