## Delivery Audit Template

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

| **No.** | **ITEM**  What was delivered? | **RECIPIENT**  Who was the item delivered to? | **LOCATION**  Where was the item delivered? | **DELIVERY DATE**  When was the item delivered? | **DELIVERED BY**  Who delivered the item? | **RECEIVED**  Does the recipient confirm that they have received the item? | **OBSERVED**  Ask to see the item. Is it the correct item? (If possible take a photo) | **TIMEFRAME**  When did the recipient say they received the item? | **RESULT**  Has the audit confirmed that the delivery occurred? | **RECIPIENT SIGNATURE**  Signature or thumb print of the recipient showing that you met wit them. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *20kg bag of soy flour for nutrition program* | *Mrs. Judy Muhango* | *Bunda Village* | *13th August 2013* | *Logistician - Mr. Jake Mzimba* | *Yes* | *Yes – she had the empty soy flour bag* | *August 2013* | *Confirmed* | *J.Muhango* |
| *2* | *One mosquito net for the malaria prevention program* | *Mrs. Gift Kamanga* | *Mitundu Village* | *23rd September 2013* | *Logistician - Mr. Jake Mzimba* | *No* | *No* | *N/A – not received* | *Not 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 |  |
|  |  |  |  |  |  | Yes / No | Yes / No / NA |  | Confirmed  Not confirmed |  |