

Blanket Purchase Order Receiving Report

Business Services

This form is to be completed and sent to Accounts Payable when goods or services have been inspected, received, and ready for payment. Receiving report and invoice are to be sent to the following individuals:

Vendors names (A to F): Marcia Hollingsworth

Vendor names (G to Z): Rhonda Reeves

Capital Purchases: Beth Lifsey

VENDOR NAME	VENDOR #
PURCHASE ORDER #	

PLEASE CHECK ONE OF THE FOLLOWING:

Purchase order is incomplete and has backordered items.

Purchase order is complete and can be closed.

Please note exceptions:

RECEIVED BY:	DATE GOOD RECEIVED OR WORK PERFORMED: