

## **RECEIVING REPORT**

I certify that the following items have been received:

Item Description	No. of Items			
These items were ordered via: <i>(select one)</i>				
Purchase Order	No			
Bookstore	No			
Contract	No			
Direct	No			

For purchase orders, indicate how this shipment relates to other shipments as follows: *(select one)* 

This is the final shipment and there have been **NO** previous shipments

This is the final shipment and there have been previous shipments

More shipments and there have been **NO** previous shipments

More shipments and there have been previous shipments

Note: Vendor invoice receipts must be attached.

User:

			,	
Print Name		Signature		Date (MM/DD/YYYY)
<b>Receiving Agent:</b>				
	,		,_	
Print Name		Signature		Date (MM/DD/YYYY)

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