



RECEIVING REPORT

I certify that the following items have been received:

Item Description	No. of Items
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

These items were ordered via: *(select one)*

- 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)

Receiving Agent:

_____, _____, _____
 Print Name Signature Date (MM/DD/YYYY)