

RECEIPT ACKNOWLEDGMENT

VENDOR: _____

METHOD OF PAYMENT:

Purchase Order #: _____ P-Card Other: please specify _____

Account to be charged (if p.o. was not used): _____

ITEMS RECEIVED:

1. QTY Ordered: _____ QTY Backordered: _____ QTY Shipped: _____

Item Description: _____

2. QTY Ordered: _____ QTY Backordered: _____ QTY Shipped: _____

Item Description: _____

3. QTY Ordered: _____ QTY Backordered: _____ QTY Shipped: _____

Item Description: _____

4. QTY Ordered: _____ QTY Backordered: _____ QTY Shipped: _____

Item Description: _____

5. QTY Ordered: _____ QTY Backordered: _____ QTY Shipped: _____

Item Description: _____

6. QTY Ordered: _____ QTY Backordered: _____ QTY Shipped: _____

Item Description: _____

7. QTY Ordered: _____ QTY Backordered: _____ QTY Shipped: _____

Item Description: _____

COMMENTS: _____

Received Date: _____ **Received By:** _____