



## 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)
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**Receiving Agent:**

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