

Req# _____

PO # _____

PLEASE NOTE: IF ITEMS ON THIS PURCHASE ORDER ARE NOT RECEIVED THROUGH CENTRAL RECEIVING, IT IS YOUR RESPONSIBILITY TO INFORM CENTRAL RECEIVING UPON RECEIPT. Examples of when to use this form are:

- 1. Items picked up directly from vendor**
- 2. Items delivered directly to you from vendor bypassing Central Receiving**

Fax this form to Central Receiving at x3146 when items are received.

PO Complete _____ (CHECK IF COMPLETE ORDER RECEIVED)

Vendor _____

Partial items received:

Line # _____	Quantity Rec'd _____
Line # _____	Quantity Rec'd _____
Line # _____	Quantity Rec'd _____
Line # _____	Quantity Rec'd _____

RECEIVED BY: _____ DATE _____

Comments: _____ (Ex. damaged, incorrect, etc.)

If there is a problem with the merchandise received, please contact the Purchasing Dept at x3438 for return instructions.