



## CONFIRMATION OF RECEIPT OF GOODS FORM

Vendor: \_\_\_\_\_

Standing PO#: \_\_\_\_\_

Invoice: \_\_\_\_\_

Amount: \_\_\_\_\_

### For Standing Purchase Orders Only

Was all Merchandise received: Yes  If No?  (Please Mark for Partial Only)

Date Merchandise was received: \_\_\_\_\_

From all items received, was any Merchandise damaged and/or returned: Yes  No

Date Merchandise was returned: \_\_\_\_\_

Detail Description of all Items & Quantities of Merchandise Received (Whole or Partial) and/or Items Damaged and/or Returned:

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Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Department Name: \_\_\_\_\_

**NOTE:** Please attach invoice and return completed form to the Accounting Department only if items were picked up at the store, directly received at your department and/or delivered at Central Receiving using a standing/blanket purchase order to purchase supplies only.

If you received merchandise that was customized, please prepare and submit a Certificate of Conformance only if the services have been rendered, and the order has been completed. Please remember that we have a 30-day prompt payment rule. For additional questions, please contact the Accounting Department at (956)721-5121.

