



LAREDO COLLEGE
EST. 1947

Certificate of Conformance

Vendor:

PO#:

Invoice#:

Approved Amount:

If P.O. included merchandise and/or equipment, were all items received and inspected? Yes No

Please indicate if PO is a Pre-Paid/Standing and/or Regular:

Is the item(s) being received an exact match to the quantity ordered? Yes No

Is the item(s) being received an exact match to the ordered item/part number(s)? Yes No

If no, please advise Purchasing so they can contact the vendor and hold payment on that particular item(s).

Please indicate date of when payment is due to the vendor and/or when check is needed:

Please Provide a Detailed Description of the Merchandise Received and/or Services Performed by the Vendor:

Please Enter Completion Date:

Electronic Certification Statement: Please read carefully.

I certify that the above merchandise, customized work, and/or services contracted by the purchase order have been manufactured, processed, inspected and tested in accordance with all requirements stated on the Purchase Order and/or Change Order provided by the Purchasing Department and that all merchandise/equipment was received in the quantity and quality set forth and in accordance with all the applicable specifications on the above PO.

Furthermore, inspection and test results signify that the items and/or services delivered are fully acceptable and in complete conformance to all purchase order requirements. Invoice# and amount stated above has been approved for payment.

Employee Signature:

Date Signed:

Employee Title:

Department Name:

Please complete and submit this form electronically to Accounting2@laredo.edu. Please keep in mind that the Accounting Office has a 30-day Prompt Payment Rule. Just remember that you should only submit this form if merchandise and/or services listed on the P.O. have been received and/or performed. By typing your name, you automatically certify this certificate of conformance and approve payment to the above vendor invoice.