



PAYMENT APPROVAL – RECEIVING REPORT REQUEST

This form is required for all goods and/or services purchased on a Purchase Order that physically will not be received by the Receiving Department (ie: Services or items delivered directly to the department). This form is part of the payment process and by signing below authorizes Accounts Payable to make payment to the Vendor.

Please complete the information below, attach the vendor packing slip, sign and mail to Accounts Payable, 301 Univ. Hall. You may fax it to Accounts Payable at x2834, but you must still mail the original.

Purchase Order # _____ / _____ is complete.
(Vendor)

Purchase Order # _____ / _____ is not complete.
(Vendor)

Purchase Order # _____ / _____ has been
(Vendor)

partially received. We have received the following item(s):

(Name - Print) (Signature) (Date)

((Department) (Extension)

(Comments)