[ ]  Macon Campus [ ]  Union Campus

# Receiving Report

***Please complete all sections of this form and forward VIA e-mail, Fax or Inter-Office Mail to* Central Receiving Department.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor Name:**  |       |  **Purchase Order No.**  |       |
| **Date Received:** |       |  **Requisition No.** |       |
| **Ordering Dept.:** |       |  Received By |       |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * **R****eceived VIA:**
 | [ ]  | Central Receiving | **[ ]**  | Mailroom | [ ]  | Pick – Up  |
|  |  |  |  |  |  |
|  | [ ]  | Vendor Direct | [ ]  | Other: |       |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| * **Check One:**
 | **[ ]**  | **Partial Order** | **[ ]**  | Complete Order |

|  |
| --- |
| Condition Codes\* |
| * **A** Good
* **B**  Fair
* **C** Poor – Retained
* **D** Damaged – Rejected, Returned
 | * **E** Damaged – Rejected, Discard
* **F** Good – Returned for Credit, Cancel
* **G** Good – Returned for Replacement
 |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. | Qty Rec. | Condition\* | Description |
|     |       |  |  |
|     |       |  |  |
|     |       |  |  |
|     |       |  |  |
|     |       |  |  |
|     |       |  |  |
|     |       |  |  |

|  |  |
| --- | --- |
| **Special Comments:** |       |
|       |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved For Payment: |  | Date: |       |
|  | *Authorized Signature* |  |       |
| **Receiving Posted By:** |  | Date: |
|  | *Central Receiving Personnel* |  |  |