

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: |  | | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **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* |  |  |