Confirmation of Receipt of Goods Form

Purchasing procedures state that a confirmation of receipt of goods must be obtained prior to payment of all invoices greater than $5000.

An invoice was received on _____________ for:

Purchase Order number: _____________
Requisition Number: _____________
DeptID Number: _____________

Please confirm below by selecting the appropriate box that all goods or services have been received and are in good condition so that we may process the invoice for payment. If items were not received, or were received damages, please note that as well.

Vendor _____________

☐ All goods and/or services have been received, please pay invoice

☐ A partial shipment of the following items has been received: _____________
_____________________________________________________________________
_____________________________________________________________________

☐ All items were received but the following were damaged and should not be Paid for: ______________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Other notes: ____________________________________________________________________

Signature: ________________

Print Name: ________________ Ext. ________________ MS: ________________

PLEASE RETURN THIS FORM TO:
PROCUREMENT SERVICES, MS 048