ST PETERSBURG COLLEGE **RECEIVING REPORT**

(MUST be completed by department: A) If an item is installed or picked up by department when purchased on an itemized purchase order set for three-way match or B) Services have been rendered on an itemized purchase order set for three-way match)

SEND PROMPTLY TO LOCAL SITE RECEIVING OFFICE

Date Received: _____ Purchase Order Number: _____

Vendor:

(P.O.)	Quantity	
Item Number	Received	Exception Remarks or other Explanation Remarks
		<u> </u>
		l
Paggived at:		Site Descriving on:
	(College	Site Receiving on:
By:	~~~~ C	Receiver Number:
(College Si	te Receiving Agent's	Signature)
		Accounts Payable. If Department or Site Receiving receives invoice, please forward
invoice <u>only</u> to Acco	ounts Payable and	this receiver to Site Receiving.
I certify that the set	rvice(s) listed here	eon have been received:
Vendor's Invoice N	Number:	
Fund/Department/Site No		G/L Account No
Dessived Dry		
NUCLIVEN DY		(Department Receipt Signature)
Telephone Extension:		