



IDAHO STATE UNIVERSITY

Departmental Receiving Report

Questions about this form? Please call 3111

Department: When goods are received, complete this form and forward to the Purchasing Office. If full shipment of goods are not received, complete a new receiving report for each additional shipment.

PO #: _____ Date Received: _____

Department Name: _____ Requested By: _____

Vendor Name: _____

Received: Partial Order Complete Order Contract Grant

(please check if either apply)

If you received a Partial Order, please indicate what lines (according to your PO) and Qtys you have received:

Line Item#	Qty Rcvd	Line Item#	Qty Rcvd	Line Item#	Qty Rcvd	Line Item#	Qty Rcvd	Line Item#	Qty Rcvd
1		6		11		16		21	
2		7		12		17		22	
3		8		13		18		23	
4		9		14		19		24	
5		10		15		20		25	

Please send a copy of the Packing Slip with this form. Write the PO number on the Packing Slip. **Receiving Reports will not be processed without a Packing Slip (exceptions: leases, rentals). Standing orders do not require this Departmental Receiving Form.**

Send **Invoices to Accounts Payable** at invoices@isu.edu or Mail Stop 8219. If you send invoices with this report, payment to the vendor may be delayed.

I certify receipt of above stated goods in quantity indicated and authorize payment of such goods:

Authorized Department Signature

Date

Print Name

Phone #

Form Completed by/ Date

Phone #

For Purchasing Office Only:

Partial Order Completed Order

Audited By _____ Date Entered _____

Banner 'Y' # _____

Please complete and print form.

Send this form and packing slip to:
Purchasing Office
buyers@isu.edu
Mail Stop 8110
Phone (208)282-3111