

RECEIVING ENVELOPE

Use this envelope to advise the Receiving Department of merchandise or services you have received against the order listed. *Include inside this envelope any packing lists and invoices.*

NOTE: If the order is only PARTIALLY RECEIVED, please note the date and percentage or quantity received. Receiving will close out only that portion of the order and will leave the remainder open. *If you need to do several partial receivings, please run copies of this envelope.*

To: RECEIVING

ORDER #: _____ REQ #: _____

VENDOR: _____

Order received complete:

Yes

No

Date: _____

Partially received:

Qty _____ or % _____ Date: _____

OR list specific items on reverse side of envelope

Department: _____

Phone #: _____

Signature: _____

Printed Name: _____