

RECEIVING REPORT

FLORIDA STATE UNIVERSITY
 Off Wildwood Drive
 Tallahassee, FL 32306-4157
 850-644-2750

INSTRUCTIONS:

Department should verify (or fill in) quantity received for each item, sign and RETURN TO RECEIVING DEPARTMENT (CODE 4157) WITHIN 24 HOURS. IF CONCEALED DAMAGES OR SHORTAGES ARE FOUND, RETAIN ALL PACKAGING MATERIALS ALONG WITH CONTENTS, AND PACKING LIST AND NOTIFY RECEIVING (4-2750) WITHIN 24 HOURS AFTER SHIPMENT IS DELIVERED TO YOUR DEPARTMENT. Failure to follow these instructions may result in your loss of ability to file a claim for the loss or damage.

Purchase Order No. _____

THIS NUMBER MUST APPEAR ON ALL CORRESPONDENCE, SHIPMENTS AND INVOICES.

CHANGE ORDER

NUMBER _____
 TO THE ABOVE ORDER

Report Number _____

V
E
N
D
O
R

DATE				
CTN./WT.				
VIA				
FRT. BILL NO.				

DELIVERY DESIRED BY: OR SOONER	TERMS:	F.O.B.	QUOTE/BID/S.C. NO.
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ITEM NO.	DESCRIPTION	OBJ. CODE DEPT. NO.	QUANTITY AND UNIT	QUANTITY REC'D.			
				THIS SHIPMENT			

REQ. NO.	JOB NO.	INITIATED BY	BUYER	VENDOR NO.	
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I certify that the quantities shown above were received in apparent good condition except as noted above.

I certify that the quantities shown above were received, inspected and accepted by me or under my supervision, and that payment is authorized, except as noted above.

 SIGNATURE-CENTRAL RECEIVING-DATE RECEIVED

ORIGINAL

 SIGNATURE-DEPARTMENT REPRESENTATIVE-DATE RECEIVED