

# Rensselaer

## Receiving Report

<b>Purchase Order #</b>
<b>Date of Order:</b>

Above Purchase Order number must appear on all papers, packages, crates, correspondence and invoices.

Date Required

Vendor ID Number:

[

<b>Payment Terms</b>	<b>Purchasing Agent</b>	<b>Phone</b> (518) 276-6003 FAX
<b>F.O.B. Point</b>	<b>Ship Via</b>	

Item	Commodity Description	Quantity	Unit	Unit Price	Extended Price
<b>Total</b>					

- Sign and date this form in the spaces provided, and return to the Purchasing Department as soon as items are received.  Partial
- If *only part of the order is received*, mark the items received next to the quantity and send a copy to the Purchasing Department. Send this signed green copy when *all the items have been received*.  Complete
- Report any damages immediately to the Purchasing Department.

**NOTE:** Additional forms available from stock room.

<b>Received By</b>	<b>Date</b>
<b>Approved for Payment</b>	<b>Date</b>