

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 201
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: August 2011
TITLE: Obtaining Materials & Services P.O. Received Form		REVISION DATE: January 2016

I. Purpose

The purpose of this guideline is to define a procedure for completing a "P.O. Received Form".

II. Procedure

There are instances when a department may have to pick up an order, require services such as a repair, or have attended a conference where a purchase order was in place. When those instances occur, it is imperative for the department to fill out a "PO Received Form". The completed form is to be faxed to Central Receiving at extension 3146 when the items are picked up or the service is complete. A copy of the form is included in this manual or can be obtained from the Purchasing website under forms at <http://www.fredonia.edu/admin/purchasing/>.

Req# _____
 PO # _____

PLEASE NOTE: IF ITEMS ON THIS PURCHASE ORDER ARE NOT RECEIVED THROUGH CENTRAL RECEIVING, IT IS YOUR RESPONSIBILITY TO INFORM CENTRAL RECEIVING UPON RECEIPT. Examples of when to use this form are:

1. Items picked up directly from vendor
2. Items delivered directly to you from vendor bypassing Central Receiving

Fax this form to Central Receiving at x3146 when items are received.

PO Complete _____ (CHECK IF COMPLETE ORDER RECEIVED)

Vendor _____

Partial items received:

Line # _____	Quantity Rec'd _____
Line # _____	Quantity Rec'd _____
Line # _____	Quantity Rec'd _____
Line # _____	Quantity Rec'd _____

RECEIVED BY: _____ **DATE** _____

Comments: _____ (Ex. damaged, incorrect, etc.)

If there is a problem with the merchandise received, please contact the Purchasing Dept at x3438 for return instructions.