

GENESEO

THE STATE UNIVERSITY OF NEW YORK

Acknowledgement of receipt of goods and/or services

Please complete the following with a signature and date when goods/services were received, and return to Procurement & Property Control Services, Doty Hall 315

Date:

Supplier:

Department:

PO #:

Req #:

Please check one:

Date Received:

This PO is considered received in full on:

The following items listed below have been received on:

(list by ref #)

Signature: _____

Date: