**ACKNOWLEDGEMENT OF RECEIPT**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_