RED ROCKS COMMUNITY COLLEGE

RECEIVING REPORT

Date _____ PO Number _____ Vendor _____

Department _____ Contact _____ Extension _____

Received at ☐ Lakewood ☐ Arvada ☐ Other _____

☐ All items on this Purchase Order have been received. This is a complete order.

☐ This is a partial order. The following line items and quantities have been received.

Line Item No	Description	Quantity

☐ This is a construction order, partially completed. Multiple invoices will be received.

Comments

I certify that I have received the items listed above, have carefully inspected the commodities and found them to be in good condition and complies with the specifications given or that services were satisfactorily completed, except as noted.

_____ _____

Signature **Date**

To be completed by Receiving Department

Packing Slip No_____

Document No Y_____

Date completed_____ By _____

Notes_____

Revised July 9, 2013