



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**

|  |          |
|--|----------|
| <i>To be completed by Receiving Department</i> |          |
| Packing Slip No _____                          |          |
| Document No Y _____                            |          |
| Date completed _____                           | By _____ |
| Notes _____                                    |          |