University of Louisiana at Lafayette
Administration and Finance
Martin Hall, Room 178

PARTIAL DELIVERY RECEIVING REPORT

Form PUR-200

Form only to be used for reporting incomplete delivery of items on a single purchase order.

Vendor Name		**Purchase Order No.**	
Vendor Invoice No.		**Date Received**	
		Department Name	

MUST BE COMPLETED FOR EACH COMMODITY

Partial items received must be listed by Commodity Number from Purchase Order. FOAPAL must be entered for each item.

COMM. NO. RECEIVED	QUANTITY RECEIVED	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
ITEM FOAPAL					
ITEM FOAPAL					
ITEM FOAPAL					
ITEM FOAPAL					
ITEM FOAPAL					
ITEM FOAPAL					
ITEM FOAPAL					
				TOTAL	$ 0.00

Signed By: ______________________

Telephone No. ______________________

Date Submitted ______________________

SUBMIT FORM WITH INVOICE TO ACCOUNTS PAYABLE.

v 2 - 3/5/18