

## PARTIAL DELIVERY RECEIVING REPORT

Form PUR-200

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

<b>Vendor Name</b>		<b>Purchase Order No.</b>	
<b>Vendor Invoice No.</b>		<b>Date Received</b>	
		<b>Department Name</b>	

### 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
<b>ITEM FOAPAL</b>					
<b>ITEM FOAPAL</b>					
<b>ITEM FOAPAL</b>					
<b>ITEM FOAPAL</b>					
<b>ITEM FOAPAL</b>					
<b>ITEM FOAPAL</b>					
<b>ITEM FOAPAL</b>					
					<b>TOTAL</b>

I certify that the commodities described on this Partial Delivery Receiving Report have been received, inspected, counted, and accepted by me; that the quantities shown have been delivered.

Signed By: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Date Submitted \_\_\_\_\_

**SUBMIT FORM WITH INVOICE TO ACCOUNTS PAYABLE.**