

PROOF OF PURCHASE ORDER RECEIVED

PO#: _____

Company/vendor: _____

The following information is needed to receive and complete the PO number listed above. This information is necessary so that the invoice can be paid. Please check all that apply.

Check

- All items have been received and PO complete
- NO items have been received at this time
- Some items have been received
- If incomplete, what items on PO that have been received

if more space needed, please email items to receiving@cpp.edu

- Item was picked up from vendor
- I have signed packing or delivery slip
 - Send or scan a copy and email

If the purchase order has been received in full, please sign below.

I acknowledge that the items on PO were received.

PRINT NAME

SIGNATURE

Please email form to Receiving@cpp.edu