

A Receiving Report is a supplemental document required to authorize payment for a purchase that requires a Purchase Order or a purchase under \$250.00 that does not require a Purchase Order. This form can only be generated in [FOCIS](#).

Receiving Report

The goods or services pertaining to Purchase Requisition No. #-###-##### have been received in full or performed completely by Name of Company (PO No. #####) on the following date mm/dd/yyyy.

Additionally, the goods have been delivered in good and/or working condition, or the services have been performed satisfactorily, and payment can be made to the vendor.

If purchase requisition is for goods; please attach the packing slip or proof of delivery with this form.

Authorized Signatory

Printed Signatory's Name

Date

Printed by: Your Name