Office of Procurement Services

receiving@olemiss.edu Office Phone: 662-915-7308



Goods Receipt Form UM DEPARTMENTAL USE ONLY

Save your document as the PO number and current date, then upload this form to the Receiving Portal at https://olemiss.app.box.com/f/efd76ad95a874fb687b6e7cc16220ae5.

*Note: The italicized paragraphs below may not be altered.

PO Number: Vendor Name: Department: Department Contact's Name: Department Contact's Email:		
	(emp ayment, attest that all commodities Order number below have been rece	
obtained if applicable, and that all services have been met.	terms and conditions related to the	purchase of these goods and/or
The invoice for the goods and/or se	ervices specified below should be pa	id.
confirming receipt of the commodit terms and conditions of the contrac	purchase, I understand that I am re ties (goods) and/or services as well ct. In addition, payment for these go the contract to exceed the agreed-u	as ensuring compliance with all cods and/or services will not cause
Please process a Goods/Services Re	eceipt on the specified lines for the j	following quantities:
	All quantities on all lines	s received
	OR	
PO Line Item Number	Quantity	Prepayment or Received