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



Goods Receipt Form

UM DEPARTMENTAL USE ONLY

One Purchase Order per form.

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.

PO Number: Vendor Name: Department: Department Contact's Name: Department Contact's Email:		
I, department head seeking pa below and found on the Purc	(e ayment, attest that all comn chase Order number below	efore July 1, 2024? (Yes or No) _ employee name), as the individual and/or modities (goods) and/or services listed have been received, or prepayment conditions related to the purchase of these
goods and/or services have in the invoice for the goods an	been met. d/or services specified belo	-
confirming receipt of the co with all terms and condition	mmodities (goods) and/or s as of the contract. In addition otal amount expended unde	ervices as well as ensuring compliance n, payment for these goods and/or er the contract to exceed the agreed-upon
	vices Receipt on the specifie	ed lines for the following quantities:
	OR	
PO Line Item Number	Quantity	Prepayment or Received



Office of Procurement Services

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