

COE Package Receiving Form

Vendor:	PO#	Requested for:
	or	
	P-card:	

Please check to make sure the item is not damaged, and that the items are in fact yours before accepting

Does this package complete the order?

YES

☐

NO

☐

*If you mark YES for a Purchase Order, you acknowledge there are no more items from the PO left to receive.

*If you mark YES for a PCard order, you acknowledge that there are no more items left to receive.

Signature (sign legibly please)

Date

Please scan this form and any packing slip to

Comments: