

RECEIVING RECORD  
WAYNE COUNTY SCHOOL DISTRICT  
810 Chickasawhay St.  
Waynesboro, MS 39367

Received From: \_\_\_\_\_  
(Company)

Date Received: \_\_\_\_\_ Purchase Order No: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

\*Were All Items received? \_\_\_\_\_

Were all items received in good condition? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

Received by: \_\_\_\_\_

School Name: \_\_\_\_\_

Note: Check items received against purchase requisition. Do not send until all items on requisition are received, unless they were cancelled.

WHEN ORDERS ARE COMPLETE, SEND RECEIVING RECORD TO SUPT. OFFICE AS SOON AS POSSIBLE. DO NOT HOLD AT SCHOOL!!