386 E. Black Street
P.O. Drawer 10072
Rock Hill, SC 29731

T: (803) 981-1000
F: (803) 981-1094
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Blanket Purchase Order Receiving Report Business Services

VENDOR NAME	VENDOR #
PURCHASE ORDER #	

PLEASE CHECK ONE OF THE FOLLOWING:

☐ **Purchase order is incomplete and has backordered items.**

☐ **Purchase order is complete and can be closed.**

Please note exceptions:

_____

_____

_____

RECEIVED BY:	DATE GOOD RECEIVED OR WORK PERFORMED:

This form is to be completed and sent to Accounts Payable when goods or services have been inspected, received, and ready for payment. Receiving report and invoice are to be sent to the following individuals:

Vendors names (A to F): Marcia Hollingsworth
Vendor names (G to Z): Rhonda Reeves
Capital Purchases: Beth Lifsey

Revised March 21, 2024