

### CHECKING STATUS OF PARTIAL ORDER

1. Fill in all required information
2. Submit to the Purchasing Office

School Name :					
Contact Person:					
Name of person on PO:					
PO#:					
Date of PO :					
Date Package Received:					
Vendor Name:					
Vendor #:					
Description of item: (including color)					
Item Part Number:					
Number of Items received:					
Number of Items missing:					
Packing Slip: (Must attach a copy of the packing slip with form)					
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">item listed on packing slip :</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;">Yes</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%;">No</td> </tr> </table>	item listed on packing slip :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
item listed on packing slip :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">item listed as backorder :</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;">Yes</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%;">No</td> </tr> </table>	item listed as backorder :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
item listed as backorder :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

return2014