RECEIPT CERTIFICATION FOR PACKING SLIPS

(Used for PCard & Office Max Reports)

I certify that the goods and/or services from the following vendors have been received:

	Vendor Name	Invoice/Receipt #	Amount	Date Received
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Cardholder's Name   **Cardholder's Signature**   **Date**

Approver's Name   **Approver's Signature**   **Date**