

Complete this form if a Packing Slip is not provided when receiving an order from uSOURCE.

Departments should retain for their records.

Department: _____

Supplier Name and Address			
Receiving location	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Street Address</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Bldg & Floor / Room Number</td> </tr> </table>	Street Address	Bldg & Floor / Room Number
Street Address	Bldg & Floor / Room Number		
Date Received and Inspected			
Purchase Order#			
Is this a partial shipment?	Yes <input type="radio"/> No <input type="radio"/>		
Received in good condition?	Yes <input type="radio"/> No <input type="radio"/>		
If not received, provide a short explanation			
Goods Receipt#			
Received By	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Signature</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Name</td> </tr> </table>	Signature	Name
Signature	Name		
Additional Information			

