

# RECEIVING REPORT

*State of Colorado*  
**TRINIDAD STATE JUNIOR COLLEGE**

A/P VOUCHER NUMBER \_\_\_\_\_

S.S. No./Vendor No. \_\_\_\_\_

V  
E  
N  
D  
O  
R

Last Name	First Name
Remit Address	
City	State
Zip	

QUANTITIES ACCEPTED	DESCRIPTION OF ARTICLES OR SERVICES ACTUALLY RECEIVED	EXCEPTIONS NOTED

Purchase Order No. _____ Invoice No. _____ Invoice Date _____	I hereby certify that I have received the articles listed above, that I have carefully inspected, weighed, counted or measured the commodities and found them in good condition and complying with the specifications given, or that the services were satisfactory, except as noted. _____ Receiving Clerk or Authorized Employee      Date
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..... Business Office Use Only .....

<u>Account Number</u>	<u>Amount</u>	<u>Description</u>		<u>Batch No.</u> _____
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		

Completed by \_\_\_\_\_  
 TSJC Accounts Payable Department