

RECEIVING REPORT

IMPORTANT:

- * This form must be received in the payment office within 5 workdays of acceptance.
- * Acceptance must take place within 7 calendar days of delivery or completion of work unless a different inspection/acceptance period is stated in the contract. Explain in block 8 if acceptance is longer than stated in the contract.
- * Invoices received must be time stamped to indicate the date of receipt.

SECTION 1 - CONTRACT IDENTIFICATION

1. NAME OF CONTRACTOR

2. PEGASYS DOCUMENT NUMBER

3. CONTRACT/PURCHASE ORDER NO.

SECTION 2 - DESCRIPTION OF GOODS AND/OR SERVICES

4A. ITEM NO.	4B. DESCRIPTION <i>(For services, also give dates of service)</i>	4C. QUANTITY

5. MAXIMUM PAYMENT AMOUNT			8. REMARKS
6. LESS DEDUCTION(S) FOR NONPERFORMANCE, ETC. <i>(Explain in Item 8,</i>			
7. MAXIMUM AMOUNT APPROVED FOR PAYMENT <i>(Item 5 less Item 6)</i>			

SECTION 3 - CERTIFICATION(S)

9. TYPE OF DELIVERY *(Mark "X" in appropriate box)*

A. FULL

B. PARTIAL

C. FINAL PARTIAL

10. CERTIFICATION

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED ON _____ AND ACCEPTED ON _____
(Date) (Date)

11. SECOND CERTIFICATION *(Optional)*

THIS IS TO CERTIFY THAT THE GOODS AND/OR SERVICES DESCRIBED HAVE BEEN ACCEPTED.

A. NAME AND TITLE *(Type, print or stamp)*

A. NAME AND TITLE *(Type, print or stamp)*

B. CORRESPONDENCE SYMBOL

C. TELEPHONE NUMBER

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C. TELEPHONE NUMBER

E. SIGNATURE

F. DATE SIGNED

E. SIGNATURE

F. DATE SIGNED