FORM CD (REV. 5-90			P	ARTIAL RECE	IPT N	OTIFICA	ΓΙΟΝ		U.S. DEPARTMENT OF COMMERCE	
1. PURC	HASE ORDER NUN	/IBER		2. DATE OF RECEIPT	3. RECE	IVING OFFICE NU	MBER	4. DA	ATE GOODS ACCEPTED *	
5. LINE ITEM NO.	6. QUANTITY RECEIVED	UNIT OF ISSUE	7.	DESCRIPTION	5. LINE ITEM NO.	6. QUANTITY RECEIVED	UNIT OF ISSUE	7.	DESCRIPTION	
REMA	RKS:									
*ACCE	PTANCE OF MO	RE THAN 7	DAYS FRO	M RECEIPT DATE MUST	BE AUTH	ORIZED ON CD-	404			
I certify that the articles and/or services annotated above have been received, inspected and		ve	NATURE AN	D DATE	P	PHONE (Area Code and Number)			9.	
accepted the refere	as complying with nced order.									
		М	IAIL TO	ONE OF THE FOLL	OWIN	G FINANCE	OFFICE	S:		
U.S. Department of Commerce Management Service Center/PO Caller Service Number 4025 Germantown, Maryland 20874 U.S. D Centra Divisio Mail Ce 601 Ea				Kansas City, MO U.S. Department of Central Administra Center (CASC Division of Finance Mail Code RAS/CO 601 East 12th Stre Kansas City, MO	artment of Commerce U.S. D dministrative Support Weste r (CASC) Ce f Finance Finance RAS/CCI Mail C			e, WA (WASC) epartment of Commerce n Administrative Support nter (WASC) e Division ode RAS/WCI and Point Way, NE		

U.S. Department of Commerce Eastern Administrative Support Center (EASC) Mail Code RAS/ECI 253 Monticello Avenue Norfolk, Virginia 23510

Kansas City, MO 64106

Boulder, CO (MASC)

U.S. Department of Commerce Mountain Administrative Support Center (MASC) Finance Center Mail Code RAS/MCI 325 Broadway Boulder, CO 80303

7600 Sand Point Way, NE Seattle, WA 98115

INSTRUCTIONS FOR FORM CD-405

THIS FORM MAY BE USED IN LIEU OF THE GREEN RECEIPT COPY OF THE PURCHASED ORDER

Use this form only if the order number on the Purchase Order begins with "40."

If order number begins with a"43," use form CD-406, Invoice-Receipt Certification.

If order number begins with "41" or "42," no receiving report is required.

FORM CD-404 (REV. 7-89)	U.S. DEPARTMENT	OF COMMERCE	SUPPLY, E	QUIPMENT, OR SE	This Order Number must appear on all invoices and packages.	6. ORDER NUMBER 40SAAA012345	
1. PAGE 1 OF 1	2. RECEIVING OFFICE NO. 3184M02	3. CONTRACT ORD	ERED AGAINST	A. PURCHASE ORDER (See Reverse)	DELIVERY ORDER (See Block 3)	Freight charge over \$100 requires Bill of Lading.	7. SUB
	. K				•	•	-

If 5th position of Receiving Office No. (Block 2 on the Purchase Order) is an "M," you are one of several offices receiving goods or services from this order and must always follow the partial shipment instructions.

The following numbered instructions correspond to the block numbers on the front of the form.

IF PARTIAL SHIPMENT: (You have not received the complete order—you expect another shipment).

- 1. Purchase Order Number—Enter the number from Block 6 of the Purchase Order.
- 2. Date of Receipt—Enter the date you received the goods or services.
- 3. Receiving Office Number—Enter the number from Block 2 of the Purchase Order.
- 4. Date Goods Accepted—Enter date. If acceptance is more than 7 days from receipt, date must be authorized on CD-404.

FOLLOW NO. 5 THRU 7 FOR EACH LINE ITEM RECEIVED.

- Enter the appropriate line item number from Block 12 of the Purchase Order for the goods or services you have received.
- 6. Enter the quantity received and unit of issue for each line item. Always count the items received in the same unit of issue as ordered. (See Blocks 17 and 18 of the Purchase Order).
- 7. Enter a brief description of the goods or services. (See Block 14 of the Purchase Order).

- 8. Sign your name and enter date you completed this form.
 - Enter your telephone number.
- 9. Check the "Partial Receipt" block at bottom.

IF COMPLETE SHIPMENT: (This shipment completes the order).

- 1. Purchase Order Number—Enter the number from Block 6 of the Purchase Order.
- 2. Date of Receipt—Enter the date you received the goods or services.
- 3. Receiving Office Number—Enter the number from Block 2 of the Purchase Order.
- 4. Date Goods Accepted—Enter date. If acceptance is more than 7 days from receipt, date must be authorized on CD-404.
- 5. N/A
- 6. N/A
- 7. N/A
- 8. Sign your name and enter the date you complete this form.
 - Enter your telephone number.
- 9. Check the "Complete Receipt" block at bottom.