

PEACE CORPS
RECEIVING REPORT

1. Verify and enter Contract or Purchase Order No _____

2. Vendor name and invoice number(s): _____

() Final delivery - **please check if all items received**

3. Specify supplies/equipment/service received (verify with P.O.)

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>

(If more space is needed attach separate sheet)

4. Date Delivered: _____

5. Date Accepted: _____

6. Accepted by: _____
Signature

Typed or Printed name: _____

Office Address/Phone #: _____

Date Report Completed: _____

NOTES

1. UNDER FEDERAL LAW COVERING VENDOR PROMPT PAYMENT, A RECEIVING REPORT MUST BE COMPLETED AND RETURNED TO THE FISCAL SERVICES DIVISION WITHIN 5 DAYS OF RECEIPT OF THE GOODS OR SERVICES.
2. PLEASE **WRITE CAREFULLY** AND **COMPLETE ALL ITEMS.**
3. BE SURE SUPPLIES OR EQUIPMENT RECEIVED ARE THOSE LISTED ON THE PURCHASE ORDER AND THAT QUANTITIES ARE CONSISTENT WITH THOSE CITED IN PURCHASE ORDER.
4. RETURN IMMEDIATELY DUPLICATE ORDERS AND ITEMS NOT COVERED TO AVOID PAYMENT CLAIMS. ALL COMMERCIAL SUPPLIES, SERVICES OR EQUIPMENT MUST BE BASED UPON A PREVIOUSLY ISSUED PURCHASE ORDER OR CONTRACT. ONLY CONTRACTING OFFICERS MAY ISSUE PURCHASE ORDERS OR CONTRACTS.
5. PLEASE FORWARD COPY 1 TO FISCAL SERVICES AND COPY 2 TO CONTRACTS DIVISION.

COPIES: 1-Fiscal Sevices Div. 2-Contracts Div. 3-Office File

ORIGINAL-FISCAL SERVICES DIV.