

**Purchasing Department
Roger Williams University
RECEIPT ACKNOWLEDGEMENT FORM**

INSTRUCTIONS:

Please return this form to the Purchasing Department to acknowledge receipt of items/services greater than \$500. **PAYMENT CANNOT OCCUR FOR PURCHASE ORDER RELATED INVOICES GREATER THAN \$500 UNTIL THIS FORM HAS BEEN PROCESSED.**

The following items have been received and are acceptable to the ordering department. Please process payment when appropriate.

Vendor: _____

P.O. #: _____

_____ All items/services have been received

_____ Only those items/services noted have been received

Line_Description_____Qty_____

Line_Description_____Qty_____

Line_Description_____Qty_____

Line_Description_____Qty_____

SIGNATURE: _____ DATE: _____