



NOTICE!!!

Jackson State University Faculty/Staff AUTHORIZATION FOR DIRECT DELIVERY OR PICK-UP

This document serves as authorization to pick up or accept direct delivery of items listed on the purchase order number referenced below only. **It is the responsibility of the department to return this form with appropriate documentation as soon as possible to Central Receiving.**

THE PURCHASE ORDER CANNOT BE PAID UNTIL WE RECEIVE YOUR COMPLETED FORM WITH A SIGNED DELIVERY TICKET, SIGNED PACKING LIST OR A SIGNED INVOICE.

Please return within three days of receiving items. Thank for your cooperation in this matter.

Purchase Order Number _____

Vendor Name _____

Requesting Person _____

Receiving Date _____

Receiver's Name _____

Number of Items Received _____

Partial Shipment _____

Complete Shipment _____

Please attach a copy of proof of delivery, i.e. signed packing slip, invoice or delivery ticket.