



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 and Property Management.

THE PURCHASE ORDER **CANNOT** BE PAID UNTIL WE RECEIVE THIS COMPLETED FORM WITH PROOF OF DELIVERY (i.e., SIGNED DELIVERY TICKET, SIGNED PACKING LIST OR A SIGNED INVOICE.) Please return all documents within three days of receiving items.

Purchase Order Number _____
Vendor's Name _____
Delivery Method <input type="checkbox"/> Picked up from Vendor <input type="checkbox"/> Delivered to the Department by Vendor
Requestor's Name _____
Department's Name _____
Receiving Date _____
Receiver's Name _____
Number of Items Received _____
Partial Shipment _____
Complete Shipment _____