

NON P0 PACKAGE

Your approved JSU Purchase Order Number should appear on all invoices, packages, bill of lading and shipping correspondence. There was no approved JSU Purchase Order Number attached to this shipment.

If you have an approved JSU Purchase Order Number associated with this package, it is your responsibility to provide that information to our department. Vendors **CANNOT** be paid until we receive a copy of this completed form and a copy of the Purchase Order. Send the requested information to centralreceiving@jsums.edu.

JSU Purchase Order Number _____

Vendor's Name _____

Reason for delivery without an approved JSU Purchase Order Number _____

Requestor's Name _____

Department's Name _____

Date Delivered to Department _____

Partial Shipment _____ Complete Shipment _____