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.

VENDORS **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) and a copy of the JSU Purchase Order Indicating the exact Line Items and quantity received. Please return all documents within three days of receiving items to [centralreceiving@jsums.edu](mailto:centralreceiving@jsums.edu) and [propertymanagement@jsums.edu](mailto:propertymanagement@jsums.edu).

Purchase Order Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Method

Picked up from Vendor

Delivered to the Department by Vendor

Vendor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiver’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Items Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partial Shipment \_\_\_\_\_\_\_\_\_\_

Complete Shipment \_\_\_\_\_\_\_\_\_\_

If a partial order is received, you must indicate the specific Line Item and Qty received. Do not check complete shipment if this was a partial shipment.