

NON-IDENTIFIABLE JSU P0 PACKAGE Delivered to Central Receiving

Your approved JSU Purchase Order Number should appear on all packages, invoices, 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 JSU Purchase Order indicating the exact Line Items and quantity received. Send the requested information to centralreceiving@jsums.edu and propertymanagement@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 _____

If a partial order is received, you must indicate the specific Line Items and Quantity received. Do not check COMPLETE shipment if this was a PARTIAL shipment; (even if this order completes a shipment).