THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

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MEMORANDUM RECEIVING REPORT

TO: ACCOUNT PAYABLE
SHELBIE KING HALL 241
824-6425

DATE: _____

Purchase Order No. _____ Issued To: _____

has been: (a) ☐ partially filled as indicated below;

PAYMENT FOR ENUMERATED ITEMS IS AUTHORIZED

(b) ☐ completed

ITEM	QUANTITY	ITEM	COST PER UNIT	PURCHASE ORDER TOTAL

INSTRUCTION FOR COMPLETING THIS FORM

To submit a Memorandum Receiving Report, list the Purchase Order number, vendor, and check the appropriate box indicating a partial or completed

order. If the Memorandum Receiving Report is a partially completed order, list the items received and the quantity, or simply attach the packing slip or invoice to the Memorandum Receiving Report. Attach any supporting document, if available, that may apply. If the Memorandum Receiving Report is complete, simply check the complete box and sign. You need not list each item.

_____
Approved by: (Signature)

_____
Title

_____
Division

_____
Department

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