

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
MEMORANDUM RECEIVING REPORT**

TO: ACCOUNT PAYABLE  
SHELBY 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