

NO. _____

ADDRESS _____ THE PURCHASE ORDER NUMBER BY WHICH THE ITEMS ON THIS REPORT WERE ORDERED IS _____

IF PACKING SLIP IS AVAILABLE, ATTACH TO THIS FORM AND RETURN TO TREASURER'S OFFICE. IF NO PACKING SLIP IS AVAILABLE, COMPLETE THE AREA BELOW LISTING THE ITEMS RECEIVED AND RETURN TO TREASURER'S OFFICE. ALL SIGNATURES MUST BE COMPLETED BELOW BEFORE SUBMITTING FORM.

| QUANTITY | CATALOGUE NUMBER | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|----------|---------------------|-------------|---------------|----------------|
| | | | | |

PERSON COMPLETING REPORT _____ GRAND TOTAL _____

BUILDING PRINCIPAL

FORWARD TO TREASURER'S OFFICE. RETAIN COPY FOR YOUR RECORDS.