

# Geneseo

State University College

## Acknowledgement of receipt of goods and/or services

Please complete the following with a signature and **date** goods/services were recieved, and return to the Purchasing Department, Erwin 218.

Date: \_\_\_\_\_ Vendor: \_\_\_\_\_

Dept: \_\_\_\_\_ PO#: \_\_\_\_\_ /Req#: \_\_\_\_\_

Please check one:

\_\_\_\_\_ This PO is considered received in full on \_\_\_\_\_  
Date Rec'd

or

\_\_\_\_\_ The following items have been received on (list by ref #): \_\_\_\_\_  
Date Rec'd

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_