

# PURCHASE ORDER RECEIVING RECORD

SHIP TO: ADDRESS SHOWN ABOVE

THE ABOVE NUMBER MUST BE PLACED ON THE OUTSIDE OF ALL PACKAGES OR ON ALL ADDRESS LABELS.

F.O.B.	TERMS	DATE
FOR INTERNAL USE ONLY		
REQ. NO.	ISSUER	
ACCT. NO.	PROD	A.O. JOB OR DEPT. NO.
		REC. DEPT. DEL. TO

TO:

**DELIVERY REQUIRED AT OUR PLANT:**

Date							
Quantity							
Vendor							
Promised Date							

ITEM	QUANTITY	PART. TOOL. MAT'L. NO.	DESCRIPTION	PRICE

ITEM NO.	QUANTITY RECEIVED	BALANCE DUE	RR NO	DATE		1	2	3	ITEM NO.	QUANTITY RECEIVED	BALANCE DUE	RR NO.	DATE		1	2	3
				SHIPPED	REC'D								SHIPPED	REC'D			

INSPECTION	REJECT	ACCEPT.	DATE	STAMP
TEST				
REC'D BY		DEPT. No.		DATE