

Do not use this form.
Please use the 3-part form
available in each building.

**MIAMI TRACE LOCAL SCHOOL DISTRICT
RECEIVING REPORT**

NO. _____

THE FOLLOWING ITEMS HAVE BEEN RECEIVED FROM _____ DATE ITEMS WERE RECEIVED AND THIS REPORT COMPLETED
VENDOR _____ WAS _____
_____ THE PURCHASE ORDER NUMBER BY WHICH THE ITEMS ON THIS
ADDRESS _____ REPORT WERE ORDERED IS _____
_____ IS THIS ORDER NOW COMPLETE? (YES OR NO) _____

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
		SHIPPING AND HANDLING CHARGE		

PERSON COMPLETING REPORT _____ GRAND TOTAL _____
BUILDING PRINCIPAL _____

FORWARD THE WHITE ORIGINAL TO TREASURER'S OFFICE. RETAIN YELLOW COPY FOR BUILDING RECORDS.