

Shaded area completed by Finance

State Org#

*P-Card

Receiving Report

Fairmont
State
University

Vendor Name:			State Org Name:		
Vendor Address:			WVFIMS Document ID:		
			<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Name and address of individual, or company receiving payment</div>		
Qty	Description of Commodities	Printed Name	Authorized Signature	User ID	Date
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Number of items received</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Brief description of each item being purchased</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Receiver's printed name</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Receiver's signature</div>		<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Date items received</div>
Agency Comments:					
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Any additional information that the departments feel is necessary</div>					

*Check box for commodities paid for by State of West Virginia Purchasing Card

WVSAO RRI

All items received MUST be itemized on the receiving report. "As per attached" is not acceptable language on the receiving report.