



**RED ROCKS**  
COMMUNITY COLLEGE  
**RECEIVING REPORT**

Date \_\_\_\_\_ PO Number \_\_\_\_\_ Vendor \_\_\_\_\_

Department \_\_\_\_\_ Contact \_\_\_\_\_ Extension \_\_\_\_\_

Received at  Lakewood  Arvada  Other \_\_\_\_\_

All items on this Purchase Order have been received. This is a complete order.

This is a partial order. The following line items and quantities have been received.

Line Item No	Description	Quantity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This is a construction order, partially completed. Multiple invoices will be received.

**Comments**

**I certify that I have received the items listed above, have carefully inspected the commodities and found them to be in good condition and complies with the specifications given or that services were satisfactorily completed, except as noted.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*To be completed by Receiving Department*

Packing Slip No \_\_\_\_\_

Document No Y \_\_\_\_\_

Date completed \_\_\_\_\_ By \_\_\_\_\_

Notes \_\_\_\_\_