Lamar State College-Port Arthur
Receiving Report / Authorization to Pay

Company: ___________________________  Date Received: ______________  Received By: ____________

Delivery Log No: ____________________  Purchase Order No: ____________________

F4.1.7 returned to Physical Plant: ____________________  Invoice No: ______________

Entered in Banner: ____________________  Property Tag No: ____________________

<table>
<thead>
<tr>
<th>Line Item No.</th>
<th>Quantity</th>
<th>Description</th>
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Date: __________  This invoice has been presented for payment. Payment will be made 5 days from today's date unless you notify Accounts Payable that the goods/services have not been properly and fully received.

TO BE COMPLETED WHEN MERCHANDISE RECEIVED AND DELIVERED BY SHIPPING/RECEIVING DEPARTMENT

Delivered To:
Name: ____________________

Received in Department By:
Signature of Department Personnel Receiving Merchandise

Received in Department On: ______________  Date

PAYMENT AUTHORIZATION SIGNATURE

APPROVED FOR PAYMENT:
Signature: ____________________  Name: ____________________

Is shipment complete?  □ Yes  □ No

Is the Purchase Order complete?  □ Yes  □ No