RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

RECEIVING REPORT

I certify that the following items have been received:

DESCRIPTION	NO. OF UNITS

These items were ordered via (check one):

☐ Purchase Order   No. _____

☐ Work Request   No. _____

☐ Contract   No. _____

☐ Direct   No. _____

PAYMENT TYPE

☐ CHECK   ☐ ACH/WIRE   ☐ RCUOG CREDIT CARD: _____

INSERT CREDIT CARD LAST 4 NO.

DIRECT PAYMENT JUSTIFICATION:

_____

For puchase orders, please indicate how this shipment relates to other shipments as follows (check one):

☐ This is the final shipment and there have been **NO** previous shipments.

☐ This is the final shipment and there have been previous shipments.

☐ More shipments are expected and there have been **NO** previous shipments

☐ More shipments are expected and there have been previous shipments

Note: Attach vendor invoice if available

USER: RECEIVING AGENT:

Print name/Signature	Date	Print name/Signature	Date