

NORTHWESTERN STATE UNIVERSITY

Physical Receipt Discrepancy

Date: _____

P.O. # _____

Prepared and Routed by Budget Unit Indicated:

_____ From Budget Unit: _____ To Central Receiving
_____ From Central Receiving to Budget Unit: _____

- 1) Complete this form and forward a copy to Business Affairs/Purchasing Section.
- 2) Purchasing and Central Receiving will negotiate all returns to the vendor.
- 3) Purchasing will forward a copy to Accounts Payable once terms of return are negotiated.

PLEASE BE ADVISED THAT WE ARE IN RECEIPT OF THE FOLLOWING MERCHANDISE SHIPPED AGAINST THE PURCHASE ORDER NOTED ABOVE.

PO Item	Description	Make	Model	Qty Received

Remarks/Errors Noted: _____

Note: Delivery Discrepancies and Substitutions are NON-NEGOTIABLE. Vendors must deliver in accordance with specifications stated on the Purchase Order.

Action:

_____ The merchandise listed above does not meet specifications. Return(ed) to vendor.

_____ The merchandise listed above is a documented duplicate shipment to be returned to the vendor.

_____ Other (explain): _____

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

Director of Purchasing