

**PURCHASING SERVICES
FIXED ASSETS RECEIVING INFORMATION
RETURN THIS FORM TO THE PURCHASING DEPARTMENT**

PURCHASE ORDER NUMBER: SITE/DEPT:

VENDOR:

DATE RECEIVED: RECEIVED BY:

PO Item #	Mfg/Model #	Product	Serial Number	Permanent Location (including building, room number, etc.)	Fixed Asset Number
Budget Number:				Total Value:	
Date fixed asset tag delivered:			Signature of recipient:		

Note: Please remember to return the signed & dated RECEIVING copy of the PO to Accounts Payable. Thank you!