



# Purchase Order Partial Receiving Report

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The partial receiving report is used to process the partial payments from Purchase Orders (POs).  
If you have multiple invoices to pay using the same PO you only need to fill out the form once. Attach invoices to this form.

Purchase Order Number \_\_\_\_\_ Todays Date \_\_\_\_\_

Vendor Name \_\_\_\_\_

INVOICE NUMBERS AND AMOUNTS			
Invoice Number	Invoice Date	Amount	Lines that Require Receiving (i.e. Line 001, 002, etc)
<b>Total Number of Invoices</b>			
<b>Date Received</b>			

I hereby certify that I have received the articles listed above, that I have carefully inspected, weighed, counted, measured and found them complete and in good condition OR that services were satisfactory.

Receiving/Authorized Employee \_\_\_\_\_ Date \_\_\_\_\_

