



NOTICE!!!

**Jackson State University Faculty/Staff
AUTHORIZATION FOR DIRECT DELIVERY OR PICK-UP**

This document serves as authorization to pick up or accept direct delivery of items listed on the purchase order number referenced below only. It is the responsibility of the department to return this form with appropriate documentation as soon as possible to Central Receiving and Property Management.

THE PURCHASE ORDER CANNOT BE PAID UNTIL WE RECEIVE THIS COMPLETED FORM WITH PROOF OF DELIVERY (i.e., SIGNED DELIVERY TICKET, SIGNED PACKING LIST OR A SIGNED INVOICE.) Please return all documents within three days of receiving items.

Purchase Order Number _____

Vendor Name _____

Requestor _____

Receiving Date _____

Receiver's Name _____

Number of Items Received _____

Partial Shipment _____

Complete Shipment _____