

“SAMPLE” MATERIAL RECEIVING REPORT FORM

Receiving Report

County of _____, Tennessee

Department: _____

Purchase Order No: _____

Requisition No: _____

Item No.	Description	Quantity	Unit Price	Extension

Freight Charge: _____

Total: _____

“I hereby certify that the material or services has been received, inspected and found satisfactory for the purpose for which they were purchased.”

Date Received

Inspector