

Lamar State College-Port Arthur
Receiving Report / Authorization to Pay

F4.1.7.
 No. ____ of ____

Company: _____ Date Received: _____ Received By: _____
 Delivery Log No: _____ Purchase Order No: _____
 F4.1.7 returned to Physical Plant: _____ Invoice No: _____
 Entered in Banner: _____ Property Tag No: _____

Line Item No.	Quantity	Description

Date: _____ This invoice has been presented for payment. Payment will be made 5 days from today's date unless you notify Accounts Payable that the goods/services have not been properly and fully received.

<p>TO BE COMPLETED WHEN MERCHANDISE RECEIVED AND DELIVERED BY SHIPPING/RECEIVING DEPARTMENT</p>	<p>PAYMENT AUTHORIZATION SIGNATURE</p>
<p>Delivered To: Name: _____</p> <p>Received in Department By: _____ <small>Signature of Department Personnel Receiving Merchandise</small></p> <p>Received in Department On: _____ <small>Date</small></p>	<p>APPROVED FOR PAYMENT:</p> <p>Signature: _____ <small>Name</small></p> <p>Is shipment complete? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the Purchase Order complete? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>