

MIAMI DADE COLLEGE



RECEIVING DOCUMENT  
FOR DELIVERIES MADE BY VENDORS  
DIRECTLY TO CAMPUS/DEPARTMENT LOCATIONS

**MEMORANDUM**

Date: \_\_\_\_\_

**TO:** Receiving Department  
Building 900, North Campus

**FROM:** \_\_\_\_\_  
(Department Name)

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Purchase Order Number:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Please Check One:**

**Indicate if Full Delivery:** \_\_\_\_\_ **Indicate if Partial Delivery:** \_\_\_\_\_

**NOTE: IF PARTIAL DELIVERY WAS RECEIVED, PLEASE INDICATE WHICH ITEMS FROM THE PURCHASE ORDER WERE RECEIVED.**

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** Departments receiving equipment directly from the vendor at the department level must submit this form to the Receiving Department as soon as the equipment is received in order to expedite receiving and payment process. The vendor will not be paid until the Receiving Department updates the receiving status. It is the department's responsibility to complete this form. Once completed, it must be faxed to the Receiving Department at 305-237-1661. Service Contracts, Blanket Orders, or Procurement Card purchases do not require this form. For more information, contact the Receiving Department at 305-237-1386 or 237-1381.

Please keep a copy for your records.