

EXPEDITING ORDER STATUS REQUEST

Purchase Order
Number

Supplier

PO Total

Delivery Promise Date
(if applicable)

Please provide the delivery status on the above Purchase Order by completing the information below.

STATUS

Merchandise has:

Been Fully Received &
Verified by Department

(Ok to process payment
to Vendor.)



Action Required:

Enter a Departmental Receipt
within AIS.

Not Been Received
by Department



Should Expediting contact the Vendor?

Yes

No

Comments:

For invoice or vendor payment information, please contact Accounts Payable Section of Accounting Services at 536-2351 or via e-mail at acctspay@siu.edu.

For returns, damaged/incorrect shipments or overshipments, please contact Expediting Section of Procurement Services at 453-4802 or via e-mail at siupurch@siu.edu (ATTN: Expediting).

After completion, please return this form via e-mail.

Thank you!