

RECEIPT STATUS REQUEST



An invoice has been received in Accounts Payable/Accounting Services on the Purchase Order referenced below:

Purchase Order Number	Supplier	Invoice Number	Invoice Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In order for payment to be processed to the Vendor, an entry of a "receipt" is required. Please provide receipt information by completing the following:

STATUS

Merchandise has:

<p>Been Fully Received & Verified by Department <input type="checkbox"/></p> <p>(Ok to process payment to Vendor.)</p> <p></p> <p><u>Action Required:</u></p> <p>Enter a Departmental Receipt within AIS.</p>	<p>Not Been Received by Department <input type="checkbox"/></p> <p></p> <p><u>Action Required:</u></p> <p>None</p>
Comments:	<input type="text"/>

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 mail at siupurch@siu.edu (ATTN: Expediting).

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

Thank you!