



RECEIVING NOTIFICATION TO WAREHOUSE

Date of Arrival:

Location (if asset):

Vendor: _____

Shipped via:

- Fed Ex Ground & Freight UPS On-Trac
 DHL Office Depot Unknown Other _____

Tracking Number:

(If applicable)

Requester/Recipient Name & Signature:

Purchased by:

- Open PO (PO # _____) PO (PO # _____)
 CalCard Direct Pay

Notes/Special Comments (i.e., partial received):

Please submit to Warehouse within 24-hours of receiving goods, furniture, fixtures, equipment or materials. We appreciate your support.
