

State Org#
*P-Card <input type="checkbox"/>

# Receiving Report

Vendor Name:		Name and address of individual, or company receiving payment	State Org Name:		
Vendor Address:			Fairmont State University		
		WVFIMS Document ID: Completed by Finance			
Qty	Description of Commodities	Printed Name	Authorized Signature	User ID	Date
Number of items received	Brief description of each item being purchased	Receiver's printed name	Receiver's signature		Date items received
Agency Comments:		Any additional information that the departments feel is necessary			

\*Check box for commodities paid for by State of West Virginia Purchasing Card

**All items received MUST be itemized on the receiving report. "As per attached" is not acceptable language on the receiving report.**