

Staple packing slip/bill of lading to back



KINGS PARK-KINGS GLEN PTA RECEIVING REPORT

SHIPMENT COMPLETE PARTIAL (OPEN) SHIPMENT

Before submitting this form please check the following:

- Request is for expenses associated with a single event or budgeted expense.
- Packing and shipping documentation are attached.
- Items are clearly labeled, dated, legible, and marked.
- Submit the completed form to your Principal or responsible PTA Board Officer.

Event/Budget Name: _____ Event Date: _____

Date Ordered	Vendor	Description (ex. "pizza for Movie Night")	Date Received	Adjusted Cost
				\$
				\$
				\$
				\$
				\$

Goods Received and Working/Operational: YES NO Total \$ _____

Receiving Notes / Comments: _____

Received By: _____
Printed Name Phone #

Signature Date

Principal or _____
Board Member: Signature Date

Treasurer's Use Only Check date _____ Check # _____ Rcvd date _____ Rcvng Slip ___ of ___
