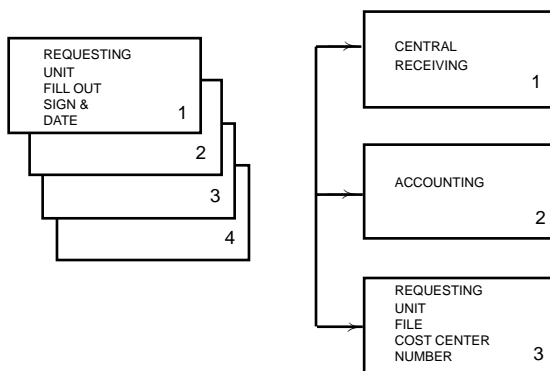


INSTRUCTIONS FOR REQUESTING UNIT ONLY

I. RECEIVING INSTRUCTIONS FOR PARTIAL, OVERAGE, OR SHORTAGE SHIPMENT STATUS

- A. Do not use this form for complete and / or final shipments.
- B. Complete all corresponding data form pages 4., 5., and 6. of the Purchase Order / Receiving Report (Pur. 1.), (ie., Request No. Request Date, P.O. No., P.O.Date, etc.).
- C. Fill in these areas to complete partial receiving and authorized payment.
 - 1. Purchase order status / shipment status / payment status.
 - 2. Delivering carrier / delivery charges / waybill no. / invoice no. / receiving date.
 - 3. Description / Exception Remarks - what is damaged, missing, etc.
 - 4. Quantity received column
- D. Sign area designated "Department Receiving Signature" (Non Authorization for Payment).
- E. Sign area designated "Authorized Payment Signature" and fill in "Authorization Date".
- F. Remove page 3, Requesting Unit - Partial Receiving / Property Control Report copy.
- G. Send page 1. to central receiving, page 2. to accounting.



II. RECEIVING INSTRUCTIONS FOR COMPLETE SHIPMENT STATUS, REMAINING ENCUMBRANCES CANCELED, AND / OR FINAL AUTHORIZED PAYMENT.

Do not use this form to close out final receiving and authorized payment. Use pages 4., 5., and 6. of the Purchase Order / Receiving Report (PUR. 1.)