

MISSING PACKING SLIP FORM

Complete this form if a Packing Slip is not provided when receiving an order from uSOURCE.

Departments should retain for their records.

Department:		
Supplier Name and Address		
Receiving location	Street Address	Bldg & Floor / Room Number
Date Received and Inspected		-
Purchase Order#		_
Is this a partial shipment?	Yes No	
Received in good condition?	Yes No	
If not received, provide a short explanation		
Goods Receipt#		-
Received By	Signature	Name
Additional Information	, and the second	



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Qty	Item Description
Α-γ	

See the GTFM's $\underline{\text{Receiving Reports}}$ for more information on missing Packing Slips.