



## River Valley Child Development Services Packing Slip Not Enclosed Form

Upon receipt of all orders, packing slip is compared to the original purchase order for amount, unit cost and total. If a packing slip is not enclosed in the order, the receiver is to complete this form verifying the receipt of order and forward to the purchasing agent. Only one purchase order per form please.

Packing Slip was not enclosed for PO# \_\_\_\_\_

Vendor: \_\_\_\_\_

Date item(s) received: \_\_\_\_\_

Program: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

	QUANTITY	UNIT	STOCK #	DESCRIPTION OF ITEM
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				