
GRADUATE STUDENT ASSOCIATION

Receiving Report

University at Buffalo *The State University of New York*

310 Student Union, Box 602100, Buffalo, NY 14260-2100

South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am 4pm)

(716) 645-2960, Fax: (716) 645-7333, www.gsa.buffalo.edu

The **Receiving Report** is ***not*** required for the following:

- Prepayments (eg, maintenance agreements; service contracts; insurance premiums; magazine subscriptions; membership dues; etc)
- Mileage reimbursements
- Remittances of NYS Sales Tax on sales
- Refunds to accounts receivable customers
- Graduate research grants
- Graduate conference travel grants
- Grants, contributions or co-sponsorships to outside parties

Please complete Item 1 or 2, whichever is applicable.
Sign and date the form to certify receipt of goods or services.

1. Purchase of Goods

The order was received in full on _____ / _____ / _____.

The order was partially received on _____ / _____ / _____ *

*Give details, e.g. back-ordered items, items returned, etc.

Attach vendor packing slip, if available.

2. Purchase of Services

Services were rendered satisfactorily and in full.

Services were rendered with the following exceptions noted:

Services were not rendered when due.

Additional Comments:

SIGNED:

DATE

