



United States Department of the Interior Indian Affairs Receiving Report

To (Servicing Property and Finance Office):		Vendor:	
Purchase Order Number/Contract Number/Interagency Agreement Number/Charge Card Number:		Vendor Address:	
Item Number	Description, Make, Model, and Serial Number or Services	Quantity	Cost
1			
2			
3			
4			
5			
6			
I certify to the best of my knowledge that goods/services shown on this invoice have been received/performed on behalf of the US Government, and I give full concurrence for payment approval.			
Process Payment against Purchase Order No.:		Line No.:	Line No.:
Partial: []	Final: []	Or, will be paid against government credit card:	
Signature:			
Title/Branch:			
Shipment:	Partial (list item numbers):	Final (list item numbers):	
Receiving Certification: I certify that the above articles have been <i>inspected</i> and <i>received</i> . Items reported as rejections are noted at the bottom of this form.			
Date Received:	Name:	Title:	
Signature:		Address:	
Acceptance Certification: I certify that the above-described articles have been <i>accepted</i> and <i>placed into service</i> (equipment only):			
Date Accepted:	Name:	Title:	
Signature:		Address:	
Report of Rejections:			
Item No.:	Reason:	Returned to Vendor	
		Date:	Method:
Item No.:	Reason:	Returned to Vendor	
		Date:	Method:

Additional room for item numbers and report of rejections

Item Number	Description, Make, Model, and Serial Number or Services	Quantity	Cost
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Report of Rejections:

Item No.:	Reason:	Returned to Vendor	
		Date:	Method:
Item No.:	Reason:	Returned to Vendor	
		Date:	Method:
Item No.:	Reason:	Returned to Vendor	
		Date:	Method:
Item No.:	Reason:	Returned to Vendor	
		Date:	Method:
Item No.:	Reason:	Returned to Vendor	
		Date:	Method: