University of South Alabama
Partial Receiving Report

Date Received _____

The following items, for PURCHASE ORDER NUMBER _____

have been received from the vendor _____

and payment is authorized for the amount shown below:

Quantity	FOAP Ref.	Item or Description	Unit Price	Amount
		Liquidation against Purchase Order		

FOAPAL String (FOA Required)

FOAP Ref.	Fund	Organization	Account	Program [Bus Off Use]	Activity [Optional]	Location [Optional]	Index [Optional]

Record the amount and date of each partial receipt on a copy of the Purchase Order. After all the items have been received, a final copy of the Purchase Order will be returned to the Accounts Payable Department with the total of all partial receipts subtracted from the original liquidation. Use a report for each Purchase Order partially received.

Signed: _____

Position: _____