### Procurement Card Order Approval and Receiving Form

**Vendor Name**

**CO. TEL. NO:**

- [ ] Main
- [ ] JMMC
- [ ] Westside
- [ ] Workforce Training Center
- [ ] Department Pick-up

**Dept.**

**Cardholder:**

**Ext.**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY.</th>
<th>UNIT</th>
<th>QUANT. RECEIVED</th>
<th>DATE RECEIVED</th>
<th>BACK ORDERED</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

**Receiving Department Signature**

__________________________________________ Date ___________

**Received By Department**

__________________________________________ Date ___________

**Delivered By:**

__________________________________________

**Approvals for Contracts and Grants Cardholders**

**Cost Account:**

__________________________________________

**Contract/Grant Project Director:**

__________________________________________ Date ___________

**Control Agent (if different from above):**

__________________________________________ Date ___________

**SPECIAL INSTRUCTION OR REMARKS**

Revised 6/06