

## CONFIRMATION OF SERVICE

Date Service Rendered: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**PURCHASE ORDER #** \_\_\_\_\_

SAP Vendor Number: \_\_\_\_\_

Address (1): \_\_\_\_\_

Address (2): \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**(Reference line items on purchase order that match the services that were performed.)**

Item #	Description / Product ID	Quantity	U.O.M.	Unit Price	Item Total
				Total:	

**Contractor Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

### PENNDOT USE ONLY

I certify the services represented by the confirmation of service form above were received satisfactorily. Therefore, I approve payment be made.

\_\_\_\_\_  
Project Manager Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

I certify that I have entered a Goods Receipt in SAP for this service. (Goods Receipts should be entered within 48 hours per Management Directive 310.31)

\_\_\_\_\_  
SRM/R3 Receiver Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)