**Please review the attached invoice(s) and supplementary materials.**

Prior to submitting payment to a supplier, you are required to verify and acknowledge that all requested goods and/or services have been received in an acceptable condition or in a condition that merits payment.

In the event that goods, materials, or services performed have failed to be inspected or verified, prior to submitting an invoice for payment: person(s) submitting the Receiving Document Acknowledge Form will be held liable for all damaged goods and insufficient and/or un-rendered services.

|  |  |
| --- | --- |
| SUPPLIER INFORMATION | |
| Date Goods/Services Received |  |
| Supplier Name |  |
| Invoice Number |  |
| Invoice Amount |  |
| Shortages Amount |  |
| Amount Payable to Supplier |  |

|  |  |  |  |
| --- | --- | --- | --- |
| EDS UNIT/DEPT TO BE CHARGED: | | | |
|  | **«dept\_charged»** | |  |
| ACCOUNT INFORMATION | | | |
| *Account Name* | | ***Amount*** | |
| Chemical/Supply - 714100 | |  | |
| Dairy/Bread - 703204 | |  | |
| Drinks - 703171 | |  | |
| Dry Goods - 703202 | |  | |
| Freight - 714111 | |  | |
| Frozen/Cooler - 703203 | |  | |
| Meat - 703201 | |  | |
| Novelties - 703028 | |  | |
| Paper - 703200 | |  | |
| Produce - 703205 | |  | |
| Snacks - 703172 | |  | |
| *Total Amount* | | **«total\_amt»** | |

|  |
| --- |
| *By signing below you agree that all goods, materials, and services have been inspected or performed in a condition meriting payment to the supplier. By signing below, you acknowledge that the attached invoice is approved for payment.* |

|  |
| --- |
| *Approval Signature* |