

RECEIPT CERTIFICATION FOR PACKING SLIPS

(Used for PCard & Office Max Reports)

I certify that the goods and/or services from the following vendors have been received:

Vendor Name	Invoice/Receipt #	Amount	Date Received
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Cardholder's Name

Cardholder's Signature

Date

Approver's Name

Approver's Signature

Date