

# DIRECT DELIVERY PROCEDURES

Have you seen this form? Not sure what to do? Below are instructions to help.

**DIRECT DELIVERY/SERVICE**

TO: \_\_\_\_\_ / \_\_\_\_\_  
Name/Requestor Budget Manager

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Department Campus Phone Number

PO#: \_\_\_\_\_ RX#: \_\_\_\_\_

VENDOR/CODE: \_\_\_\_\_

**In order for the vendor to receive payment, you must:**

**For partial shipments:**

- 1) Make a copy of the purchase order.
- 2) Note which item(s) were received by signing and dating next to the item(s).
- 3) Fax purchase order to Central Receiving for processing. (485-0720)

**For complete orders:**

- 1) **Sign this form immediately** upon receipt/ Acceptance of goods/services.
- 2) Forward white copy to Central Receiving/ Materiel Management (Pat Booker Rd.)
- 3) Forward any invoice received from the vendor to Accounts Payable (Houston St.)

*The 'direct delivery form' must be signed and sent via pony to Central Receiving when the order is complete.*

Questions? Call \_\_\_\_\_ 485-\_\_\_\_\_ PO Delivery Date: \_\_\_\_\_  
Acquisitions

**YES!** This purchase was received/completed on \_\_\_\_\_  
Date

Print Name Signature/Budget Manager  
 White – Central Receiving Yellow – Department Pink – Acquisitions Rev 6/09

When a direct delivery is set up by the Acquisitions department because of size, large quantity, inside delivery, installation or service, you will receive a copy of the purchase order along with two copies (white and yellow copies) of the direct delivery form.

**RECEIPT OF FULL SHIPMENT INSTRUCTIONS:**

- 1) Sign the form immediately upon receipt and acceptance of goods/services.
- 2) Forward the white copy to Central Receiving/Materiel Management for processing. Yellow copy is for departmental records.
- 3) Forward any invoice received from the vendor to Accounts Payable at (811 W. Houston St.)

**RECEIPT OF PARTIAL SHIPMENT INSTRUCTIONS:**

- 1) Make a copy of the purchase order, note which item(s) were received by signing and dating next to the item(s).
- 2) Fax to Central Receiving/Materiel Management for processing.  
**FAX #485-0720**
- 3) When order is complete, sign and forward 'Direct Delivery' form via pony to Central Receiving/Materiel Management for processing.

**CENTRAL RECEIVING/MATERIAL MANAGEMENT IS HOUSED AT 7990 PAT BOOKER RD.**