



Faculty/Staff  
AUTHORIZATION FOR DIRECT DELIVERY OR PICK-UP

(DO NOT USE THIS FORM FOR PACKAGES DELIVERED TO CENTRAL RECEIVING WITHOUT THE REQUIRED JSU P0)

This document serves as authorization to pick up or accept direct delivery of items listed on the purchase order number referenced below only. It is the responsibility of the department to return this form with appropriate documentation as soon as possible to Central Receiving and Property Management.

VENDORS **CANNOT** BE PAID UNTIL WE RECEIVE THIS COMPLETED FORM WITH PROOF OF DELIVERY (i.e., SIGNED DELIVERY TICKET, SIGNED PACKING LIST OR A SIGNED INVOICE) and a copy of the JSU Purchase Order indicating the exact Line Items and quantity received. Please return all documents within three days of receiving items to [centralreceiving@jsums.edu](mailto:centralreceiving@jsums.edu) and [propertymanagement@jsums.edu](mailto:propertymanagement@jsums.edu).

Purchase Order Number _____
Delivery Method <input type="checkbox"/> Picked up from Vendor <input type="checkbox"/> Delivered to the Department by Vendor
Vendor's Name _____
Requestor's Name _____
Receiving Date _____
Receiver's Name _____
Department's Name _____
Number of Items Received _____
Partial Shipment _____
Complete Shipment
<b>If a partial order is received, you must indicate the specific Line Item and Quantity received. Do not check complete shipment if this was a partial shipment.</b>