

## RECEIVING REPORTS

The pink copy (third copy) of the purchase order form is the receiving report, documenting the fact that the materials ordered or services requested, were in fact satisfactorily received or performed.

Payment is not made to the vendor until all items on the purchase order are received, the pink copy of the purchase order is signed by the party receiving the items, and the signed pink copy forwarded to the purchasing department.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, Section D,  
1985, Revised 2003  
DATE: October 27, 1986  
AMENDED: October 16, 1989  
REVIEWED: December 6, 2016  
April 4, 2017