



Accounts Payable

Wingate Hall, Room 112
160 Convent Avenue
New York, New York 10031
EMAIL: ap@ccny.cuny.edu
WWW.CCNY.CUNY.EDU/FINANCE

Receipt of Materials Certification Form

Department: _____

Re: PO# _____ Invoice# _____

Receipt # _____ Received Date _____

Vendor: _____

Description/additional information:

- All Items were received undamaged; packing slip was lost or misplaced
- All Items were received undamaged; no packing slip was included or packing slip was damaged

I authorize Accounts Payable to use this receiving report for the above payment agreement. By giving such authorization, it now becomes the department’s responsibility to contact Accounts Payable should a problem arise and payment be stopped. I hereby certify that the above invoice(s) is/are correct and that the articles specified therein have been received in a satisfactory condition. The items received are for the sole benefit of the City College of New York in accordance with the specifications set by the State of New York and the City University of New York.

Requested by _____ Date _____

Approved _____ Date _____

Authorized signature

NOTE: This documentation must be submitted in addition to relevant documents (i.e. inspection form, signed invoices, etc.). Incomplete or missing information may result delayed payments. Once complete, please **deliver signed original (authorized signature)** documentation to Accounts Payable WG112.

