

CAL POLY POMONA FOUNDATION, INC.



“QUALITY SERVICE SUPPORTING QUALITY EDUCATION”

PURCHASING CARD CERTIFICATION OF RECEIPT OF GOODS

(This form is not for grant/contract projects)

I certify that the following items were ordered from:

Name of Vendor and received on **Date**

Item No.	Qty.	Description	Unit Price	Amount \$
			Subtotal	
			Sales Tax	
			Shipping/Handling	
			TOTAL	\$

Reason(s) itemized invoice/receipt was not obtained for this order:

Print Cardholder's Name

Cardholder's Signature

Date

Project #

Authorized Signature

Date