FORM 10 (Revised 06-2012)

RECORD OF MATERIAL RECEIVED

REF NO.	
REQ NO.	
P.O. NO.	

SUPPLIER:	
DELIVERED BY:	
DELIVERED TO:	

QUANTITY	UNIT	DESCRIPTION (FROM ACTUAL PHYSICAL INSPECTION OF ITEMS RECEIVED)	COUNTY PROPERTY NUMBER

I certify that I personally received for the County the above listed items (description of which is based on my own inspection and/or count) by the means of delivery and in the condition recorded by me hereon.

Date Received

To be signed by department employee designated to receive and inspect County Purchases