



CONFIRMATION RECEIPT

Mailed By:

Delivered By:

Picked Up By:

Name: _____

Date: _____

Issued to:

Name: _____

Department/Program: _____ Date: _____

Check #:

Amount:

Purchasing Card:

I hereby acknowledge receipt from the Business and Administration Office.

Recipient

Signature: _____ Date: _____

HR Administrator

Signature: _____ Date: _____