## RECEIVING REPORT

## **IMPORTANT:**

- \* This form must be received in the payment office within 5 workdays of acceptance.
- \* Acceptance must take place within 7 calendar days of delivery or completion of work unless a different inspection/ acceptance period is stated in the contract. Explain in block 8 if acceptance is longer than stated in the contract.
- \* Invoices received must be time stamped to indicate the date of receipt.

SECTION 1 - CONTRACT IDENTIFICATION						
1. NAME OF CONTRACTOR						
2. PEGASYS DOCUMENT NUMBER		3. CONTRACT/PURCHASE ORDER NO.				
SECTION 2 - DESCRIPTION OF GOODS AND/OR SERVICES						
4A. ITEM NO. 4B. DESCRIPTION (For services, also give dates of service)						4C. QUANTITY
5. MAXIMUM PAYMENT AMOUNT		3	8. REM	ARKS		
6. LESS DEDUCTION(S) FOR						
NONPERFORMANCE, ETC. (Explain in Item 8)						
7. MAXIMUM AMOUNT						
APPROVED FOR PAYMENT						
(Item 5 less Item 6) SECTION 3 - CERTIFICATION(S)						
9. TYPE OF DELIVERY (Mark "X" in approp	riate box)			· ,		
A. FULL B. PARTIAL				C. FINAL PARTIAL		
10. CERTIFICATION  I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN				11 SECOND CERTIF	FICATION (Ont	ional)
RECEIVED ON (Date) AND ACCEPTED ON (Date)			_	11. SECOND CERTIFICATION (Optional) THIS IS TO CERTIFY THAT THE GOODS AND/OR SERVICES DESCRIBED HAVE BEEN ACCEPTED.		
A. NAME AND TITLE (Type, print or stamp)				A. NAME AND TITLE (Type, print or stamp)	<u> </u>	
B. CORRESPONDENCE SYMBOL	C. TELEPHONE N	NUMBER		B. CORRESPONDENCE SYMBOL	C. TELEPHONE N	UMBER
E. SIGNATURE	1	F. DATE SIGNED	)	E. SIGNATURE		F. DATE SIGNED