



# Office Memorandum

Date: \_\_\_\_\_

To: Shipping & Receiving

From: \_\_\_\_\_  
(Department Name)

Subject: Notification of Receipt of Merchandise or Cancellation of Purchase Order  
For P.O.# \_\_\_\_\_

☐ All Items on the P.O. were delivered in satisfactory condition on \_\_\_\_\_.  
(date)

☐ The items circled on the attached P.O. were delivered in satisfactory condition  
on \_\_\_\_\_.  
(date)

☐ All items on the P.O. were picked up from the vendor on \_\_\_\_\_.  
(date)

☐ Only the items circled on the attached copy of the P.O. were picked up from the vendor  
on \_\_\_\_\_.  
(date)

☐ The P.O. was cancelled on \_\_\_\_\_ because: \_\_\_\_\_  
(date cancelled)

☐ Other \_\_\_\_\_

\_\_\_\_\_  
(Please print/type Name and Title)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Signature

Please complete memo, and fax to extension 3-5967 *or* intercampus mail to Shipping & Receiving, Bldg. X , mail code 8548-05