*This form is to be used to record information on deliveries received without packing slips or other relevant material information. Please check this form for accuracy before submitting. Sign, scan, and send to FOG Purchasing mailbox for input into M5K upon completion.*

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| **RECIPIENT INFORMATION** |
| **Date Order Was Received**: |
| **Order Received By** (Name): |
| **Recipient Group:**  UPW  Electrical  HVAC  Other |
| **Recipient’s Phone #**: |
| **Recipient’s Email Address:** |

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| **VENDOR INFORMATION** |
| **Company Name:** |
| **FOG Number (Assigned to PReq FOG xxxx)**: |

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| **PRODUCT INFORMATION** | | |  |
| Part Number | Description | Quantity | Item’s Current Location |
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