



## CONFIRMATION OF RECEIPT OF GOODS AND/OR SERVICES FORM

Procurement procedures state that a confirmation of receipt of goods and/or services must be obtained prior to payment of all invoices.

Date of goods and/or service received: \_\_\_\_\_  
(dd-mm-yy)

Date invoice received: \_\_\_\_\_  
(dd-mm-yy)

Invoice Number: \_\_\_\_\_

Vendor: \_\_\_\_\_

Standing Order Number: \_\_\_\_\_

Your signature below acknowledges the delivery and receipt of goods and/or services depicted on the packing slip, and authorizes payment of the invoice.

\_\_\_\_\_  
(Receiving Signature)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Department/College)

### Other Comments:

### Approval & Certification:

I hereby certify that the above expenditures are related to professional, teaching, research or service activities of the University of Saskatchewan, and are in accordance with the applicable policies and guidelines which I have reviewed.

\_\_\_\_\_  
(Approver's Signature)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Department/College)

Please attach the invoice and return completed form to ConnectionPoint at [ConnectionPoint@usask.ca](mailto:ConnectionPoint@usask.ca) or Room 258 Arts Building.