**PACKING SLIPS**

All packing slips must be signed by University personnel after they have verified items delivered.  If any discrepancies exist, the driver will be required to co-sign and note discrepancies on the delivery packing slip. The packing slip must be itemized, showing the quantity delivered and/or backordered in addition to the same information as the invoicing requirements in Section XX.

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|  | **DESCRIPTION** |
| 1. | All orders must include a packing slip with the following minimum information:* Authorized User Name
* Authorized User Account Number
* Attention Line/Contact Name
* Address
* Department and floor (where applicable)
* Room Number (where applicable)
* Order Number
* Delivery Date
* Manufacturer Item Number, per line item
* Manufacturer Item Description, per line item
* Quantity Ordered
* Quantity Delivered
* Unit Price
* Any back order items
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