**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 |