



# Memorandum

Date .

From

Subject Receiving Report - BPA Number \_\_\_\_\_ Call Number \_\_\_\_\_

- To
- PSC Finance
  - FDA Finance
  - CDC Finance
  - Other: \_\_\_\_\_

This memorandum is to notify you:

1. Receipt of  complete shipment of items ordered under the above BPA Call Number.
2. Receipt of a  partial shipment of the following items under the above BPA Call Number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Date of Receipt: \_\_\_\_\_

4. Dollar Amount (if known): \_\_\_\_\_

5. Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Receiving Official

\_\_\_\_\_  
Signature of Authorized Caller