

Delivery Checklist Instructions and Guide

The delivery checklist is for orders placed through a Blanket Purchase Order (BPO). For every transaction within the BPO, a delivery checklist will be sent. Therefore, instead of creating a copy of the BPO for each transaction, you will only need to sign the delivery checklist.

1. **CCRI Accounts Payable Information:** The contact information for Accounts Payable.
2. **Vendor:** Contains information about the vendor including Banner ID, address, and email.
3. **Purchase Information:** Details about the purchase including date ordered, ship-to location, buyer contact information and requestor contact information.
4. **Ship To:** The name and campus address where the items will be shipped to.
5. **Comment:** Any comments pertaining to the purchase will be displayed here.
6. **Order Details:** Each item from the order will be listed with its description, quantity, unit price and total.
7. **Signature:** The Financial Manager of the organization is to sign here *once the item(s) has been received*. The vendor **will not** be paid unless this Delivery Checklist is signed and submitted to Accounts Payable.
8. **Notes:** Any notes about the order that you would like AP to know can be written here.

DELIVERY CHECKLIST



Community College of Rhode Island

PURCHASE ORDER NO : **P0014105**

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Accounts Payable
400 East Avenue
Warwick, RI 02886

Phone:(401)825-2196 (Option 4)
Accounts.Payable@ccri.edu

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Date Ordered 07/01/09	Revision	PO Class
Payment Terms Net 30		Ship To Location
Buyer Future Year Internal Bid	Phone --	Due Date 07/02/09
Requester	Phone	Requester Email

Vendor:

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91001539
Nationwide Power Solutions, Inc.
7390 Eastgate Road, Suite 140
Henderson NV 89011

Ship To:

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Community College of RI
400 East Ave
Warwick RI 02886
ATTN: DAWN LEWIS

Item	Description	Quantity	Unit Price	Total	Received
5 1	MAINTENANCE AGREEMENT FROM 7/1/09 THRU 6/30/10. PER BID # B0001314 POWERWARE PLUS 36, 36KVA UPS SYSTEM, EMERGENCY SERVICE AND PREVENTATIVE MAINTENANCE PROGRAM INCLUDES: 12 MONTH COVERAGE (CONTRACT PERIOD 7/1/09-6/30/10) 7X24 EMERGENCY SERVICE. 6 4 HOUR OR LESS RESPONSE TIME. ALL PARTS, LABOR, TRAVEL AND EXPENSES (EXCEPT BATTERIES). VENDOR WILL PERFORM 2 ANNUAL IEEE-450 PREVENTIVE MAINTENANCE INSPECTIONS (ONE MAJOR/ ONE MINOR) ON THE POWERWARE PLUS 36, 36KVA UPS SYSTEM.	1.00 EA	2,433.0000	2,433.00	

CONTINUED

I HEREBY CERTIFY THAT THE ITEMS LISTED ABOVE HAVE BEEN RECEIVED IN GOOD CONDITION AND ARE ACCEPTED BY ME. THIS IS A JUST AND PROPER CHARGE AGAINST THE ACCOUNTS LISTED AND HAS NOT BEEN PAID BEFORE. I AM DULY AUTHORIZED TO SIGN THE CERTIFICATE.

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Notes:

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