



## Material Receiving Report Form (Sample)

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Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-1727

## SAMPLE MATERIAL RECEIVING REPORT FORM

CITY OF \_\_\_\_\_, TENNESSEE  
 Material Receiving Report

Purchase Order No.: \_\_\_\_\_

From: \_\_\_\_\_

QUANTITY	DESCRIPTION	PRICE	per	AMOUNT

Freight Charge: \_\_\_\_\_

TOTALS: \_\_\_\_\_

### MATERIALS RECEIVED

By: \_\_\_\_\_ Date Received: \_\_\_\_\_

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**Source URL (retrieved on 05/12/2021 - 3:34am):** <https://www.mtas.tennessee.edu/reference/material-receiving-report-form-sample>



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