OKLAHOMA DEPARTMENT OF CORRECTIONS

INST. _____

DEPT. _____ Date _____

RECEIVING MEMORANDUM

THIS IS TO CERTIFY that the following merchandise has this date been received as listed below:

_____
Vendor Name

_____
Street

_____
City

_____
State

_____
Purchase Order Number

No.	Unit	KIND OF MERCHANDISE

Acknowledgement of receipt of this memorandum:

_____
Agency Employee Verifying Receipt