Entry Date	Reqn Number	P.O. Number	# Bxs	Vendor Name	Carrier Name	Description	Rec'd Date	Rec'd By:	FAMIS Entry Date	Acct #
Entry Date = the date the tranaction is recorded										
Reqn Number = the FAMIS departmental requisition number										
P.O. Number = the Purchase Order Number										
#Bxs = the number of boxes received in this transaction										
Vendor Name = Name of company that shipped the merchandise										
Carrier Name = Name of Freight/Delivery company if delivered directly to dep										
Description = short description of items in the packages										
Rec'd Date = the date the packages were delivered to the department										
Rec'd By= the person who first took possession of the packages										
FAMIS Entry Date = Date FAMIS receiving report completed										