

# RECEIPT DISCREPANCY REPORT

REPORT NO. \_\_\_\_\_

CARRIER \_\_\_\_\_ FREIGHT BILL NO. \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

VENDOR/SHIPPER \_\_\_\_\_ ORIGIN \_\_\_\_\_ VENDOR PACKING SLIP NO. \_\_\_\_\_

DESCRIPTION OF DISCREPANCY:     SHORTAGE     DAMAGE

EXPLANATION OF DISCREPANCY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAS DISCREPANCY NOTED ON FREIGHT BILL?     YES     NO

UNLOADED BY: \_\_\_\_\_ DATE UNLOADED: \_\_\_\_\_

**NOTE: ATTACH COPIES OF VENDOR PACKING SLIP AND FREIGHT BILL TO ORIGINAL COPY OF RECEIPT DISCREPANCY REPORT**

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## DISPOSITION

CARRIER INSPECTION:    DATE REQUESTED \_\_\_\_\_    DATE COMPLETED \_\_\_\_\_

FREIGHT CLAIM:    DATE FILED \_\_\_\_\_    CLAIM NO. \_\_\_\_\_

MATERIAL REPURCHASED:    DATE REPURCHASED \_\_\_\_\_    PURCHASE ORDER NO. \_\_\_\_\_