

OPI Special Funds Goods Received Confirmation Form

In the event that you cannot obtain the packing slip from the consumer, you must obtain verbal confirmation of receipt from the consumer (or consumer's relative/caregiver).

(Internal: Submit this form to Accounts Payable with your P-card reconciliation.)

By submitting this form, I attest that I obtained verbal confirmation that the goods were received, correct and in working order as per the DCHS Specialized Client Support Purchasing Controls Policy.

Case Manager Name:

Consumer Name:

Date goods received:

Goods received (please list):

Confirmation obtained from:

Case Manager Signature: _____

Date: _____

Please scan and submit packing slip or completed form by email to your contract liaison:

District Centers: Fern Dalton, fern.dalton@multco.us

Enhancing Equity: Patricia Munoz, patricia.munoz@multco.us