

In the event that the packing slip cannot be obtained from the client, you must obtain verbal confirmation from the client (or client's relative/caregiver).

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:

Client Name:

Goods received:

Date of Verbal Confirmation:

Confirmation obtained from:

Case Manager Signature:

Date: