

NEW YORK STATE
DIVISION OF MILITARY & NAVAL AFFAIRS
RECEIVING NOTICE

1. LOCATION: _____ 2. DATE: _____

3. PURCHASE ORDER #: _____

4. NAME OF CARDHOLDER: _____

5. NAME OF VENDOR: _____

6. COMMODITIES OR SERVICES (C OR S): _____

7. QUANTITY RECEIVED: _____

8. DATE RECEIVED: _____

9. DESCRIPTION OF COMMODITIES OR SERVICES:

10. ORDER IS: COMPLETE INCOMPLETE (EXPLAIN BELOW)

11. ADDITIONAL COMMENTS:

GENERAL GUIDELINES

Form does not need to be typed. Please ensure handwriting is legible.

Forward this form accordingly to either:

- a. The cardholder, if the commodities or services will be paid for on a procurement card.
- b. A designated record keeper within the Department, Air Wing, Armory District, or Program, and MNBF, if the commodities or services will be paid against a PO.

Please Note: Copies must be maintained for 6 years.

Do not include the receipt of more than one commodity or service on a form.

ATTESTATION OF COMMODITIES/SERVICES RECEIVED

By signing this form, I am certifying that the above mentioned commodities or services have been received by the NYS DMNA, and are satisfactory according to the inspection at the time of receipt. I hereby authorize payment of these commodities or services upon the vendor's submission of a valid invoice.

Print Name

Signature

Instructions for Completion of the R-1:

1. Location where the commodities or services are received.
2. Date when the Form R-1 is completed.
3. If the commodities and services will be paid against a purchase order, indicate the purchase order number. Otherwise indicate "N/A."
4. If the commodities or services will be paid with a credit card, indicate the name of the cardholder. Otherwise indicate "N/A."
5. The full name of the vendor providing the commodities or services.
6. Indicate either "C" for commodities received or "S" for services received.
7. The quantity of commodities or services received.
8. Date when the commodities or services are received.
9. Description of the commodities or services received.
10. If all commodities or services have been received, check the box marked "COMPLETE." Otherwise, check the box marked "INCOMPLETE" and explain what commodities or services still need to be received in the Additional Comments section.
11. Any additional information about the receipt of the commodities or services. For example, if commodities are damaged according to the inspection upon receipt.

Once completed, the receiver must read attestation, print and sign their name.

Please ensure you read through the General Guidelines on the form.