

Hampton University

Hampton, Virginia 23668

Office of the Director of Purchasing

(757) 727-5477

Fax (757) 727-5478

PURCHASE EXPEDITER REQUEST

DATE: _____
TO: PURCHASING DEPARTMENT
FROM: _____
EXT: _____
SIGNATURE: _____

ACCOUNT NUMBER: _____
COMPANY NAME/PERSON: _____
PURCHASE ORDER NUMBER: _____

- _____ SHIPMENT—NOT RECEIVED
- _____ PARTIAL ORDER RECEIVED
- _____ CANCEL ORDER
- _____ INCORRECT ITEM SHIPPED
- _____ DAMAGED SHIPMENT (keep original packing for inspection)
- _____ DUPLICATE SHIPMENT
- _____ DISSATISFACTION OF SERVICES/ITEMS

REASON: _____

REMARKS: _____

ACTION: _____

