|  |  |
| --- | --- |
| **Date:** |  |
| **Bid #:** |  |
| **Purchase Order #:** |  |
| **Contractor/Vendor:** |  |
| **Item Description:** |  |
| **Inspected By:** |  |
| **Division:** |  |
| **Telephone #:** |  |
| **Email Address:** |  |

A Quality Acceptance Inspection of the above equipment/project was conducted on and the

equipment/project was found to be: (Date)

In compliance with the bid/purchase order requirements and is hereby released for payment.

In substantial compliance with Bid/P.O. requirements, and is hereby released for payment of % of the total contract price, with the remaining balance to be held in abeyance until all discrepancies listed below have been corrected to the satisfaction of the user.

Rejected, due to the following deviations from the requirements of the Purchase Order or Contract Award.

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION OF NONCONFORMANCE (use additional paper if necessary)** | |  | |
|  | |  | |
| **RE-INSPECTION** **(if initial inspection failed):** | |  | |
| Date: | By: | Re-Inspection: Pass Fail |  |