APPENDIX R

OS-501 CONFIRMATION OF SERVICES FORM

OS-501 (7-16)

APPENDIX R

pennsylvania
DEPARTMENT OF TRANSPORTATION
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CONFIRMATION OF SERVICE

Date(s) Service Rendered:_____ - _____   SAP Vendor Number:_____

Vendor Name: _____   Address (1): _____

Phone: _____   Address (2): _____

PURCHASE ORDER #:_____   City: _____ State: _____ Zip Code: _____

(Reference line items on purchase order that match the services that were performed.)

PO Line #	Description / Product ID	Quantity	U.O.M.	Unit Price	Item Total

☐ Continued on page 2

Total of Page 1	
Total of Page 2	
Grand Total	

Vendor Signature:_____ Date:_____

PENNDOT USE ONLY

I certify the services represented by the confirmation of service form above were received satisfactorily. Therefore, I approve payment be made.

_____ _____
Project Manager Signature   Date (mm/dd/yyyy)

I certify that I have entered a Goods Receipt in SAP for this service. This should occur within 48 hours of receipt (per Management Directive 310.31).

_____ _____ _____
SRM/R3 Receiver Signature   Date (mm/dd/yyyy)   SRM Confirmation # / R3 Material Document #

PO Line #	Description / Product ID	Quantity	U.O.M.	Unit Price	Item Total
				Total of Page 1	
				Total of Page 2	
				Grand Total	

Instructions:

Complete the OS-501 form in accordance with the instructions below.

1. **The Vendor completes the OS-501 form, then forwards the signed/dated form to the appropriate PennDOT representative for approval (may be done electronically via email). Explanations for fields on the form are listed below.**

   Date Service Rendered: Provide the date of service (i.e., Date or date range).

   Vendor Name*: Enter name.

   Phone*: Area code and phone number.

   PURCHASE ORDER #*: The ten digit number in the upper right corner.

   SAP Vendor Number*: This is the vendor's six digit vendor number (e.g. 412345).

   Address (1)*: Vendor's street address.

   Address (2)*: Enter the Floor, Suite, etc. of the vendors address, if applicable.

   City*: Vendor's City.

   State*: Vendor's State.

   Zip Code*: Vendor's Zip Code.

   PO Line #: Enter the PO line item number(s) in this column. Many PO's contain numerous line items. Use separate lines to account for each item that was delivered.

   Description/Product ID*: Enter the exact description from the PO line item Description/Product ID column.

   Quantity: Enter the quantity delivered for the time period.

   U.O.M.*: This is the unit of measure for the service/material rendered (e.g. hours, days, number, etc).

   Unit Price*: Cost per individual unit of measure.

   Total: Calculated Amount of the Quantity x Unit Price.

   *Enter information exactly as it appears on the fully executed Purchase Order.

2. **The PennDOT Representative confirms services were received satisfactorily and approves payment to be made by signing and dating on the "Project Manager Signature" line. The PennDOT Representative forwards the signed/dated form to their Goods Receiver.**

3. **The Goods Receiver certifies that a Goods Receipt has been entered in SAP for the by signing, dating, and providing the SRM Confirmation Number/R3 Material Document Number.**

4. **The Goods Receiver provides a copy of the completed and signed/dated form to the PennDOT Representative for placement in the Procurement file.**