OS-501 (1-15)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dot.state.pa.us

CONFIRMATION OF SERVICE

Date Service Rendered:_____ SAP Vendor Number:_____
Contractor 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

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Total of Page 1	
Total of Page 2	
Grand Total	

Contractor 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. (Goods Receipts should be entered within 48 hours 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. Once the form is complete, the Contractor must apply their signature and date. Then the Contractor must forward the signed/dated form to the appropriate PennDOT representative for approval. This may be done electronically via email.

The Contractor should not submit an invoice for payment until a fully executed OS-501 is received back from the appropriate PennDOT representative.

Date Service Rendered: Provide the date of service (i.e., weekly, monthly, delivery date, date range etc.)

SAP Vendor Number: This is the vendor's six digit vendor number (i.e. 412345) as it appears on the fully executed Purchase Order.

Contractor Name: Enter name exactly as it appears on the fully executed Purchase Order.

Contractor Address: Fill in complete address, street, city, state, zip code, as it appears on the fully executed Purchase Order.

Phone: Area code and phone number exactly as it appears on the fully executed Purchase Order.

PURCHASE ORDER #: The ten digit number in the upper right corner on the fully executed Purchase Order.

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

Material / Service Description: Enter the exact description from the PO line item "Material/Service Description" column on the fully executed Purchase Order.

Quantity: Enter the quantity delivered for the time period

U.O.M.: This is the unit of measure for the service/product rendered, i.e. hours, number, etc

Delivery date: Date for service/product commitment to be fulfilled

Net Price: Cost per individual unit

Total: Number of units X cost per individual unit.