Attachment 3- Confirmation of Service Form (OS-501)

05-501	pennsylvania DEPARTMENT OF TRANSPORTATION WWW.dot.state.pa.us	CONFIRMATIO	N OF SER	VICE		
Date Service Rendered: Contractor Name:		Ac	SAP Vendor Number:Address (1):			
Phone:			Address (2):			
URCHA	ASE ORDER #:					Code:
	(Reference line ite	ms on purchase order that n	natch the services	s that were p	erformed.)	
PO Line	# Description	/ Product ID	Quantity	U.O.M.	Unit Price	Item Total
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
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						\$0.00
						\$0.00
						\$0.00
						\$0.00
			Continue on page 2		Total of Page 1	\$ 0.00
				Total of Page 2	\$ 0.00	
					Grand Total	\$ 0.00
ontracto	or Signature:			Date	9:	
I certify	the services represented by the confir	PENNDOT US nation of service form above were		ly. Therefore, I	approve payment be	made.
2				-		
		Project Manager Signature			Date (mm/dd/yyy	y)
I certify 310.31)	that I have entered a Goods Receipt i	SAP for this service. (Goods Red	eipts should be ente	red within 48 h	ours per Managemer	nt Directive

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.