

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE PROCEDURE MANUAL**

Title: Departmental Receiving Report Procedure

Procedure: 6-085

A. PURPOSE

The objective of this procedure is to document the proper procedures for departments to use when completing a receiving report when receiving goods, supplies, equipment, services, etc.

B. DESIGNATED STAFF

University Departmental Staff receiving goods, supplies, equipment or services
Central Warehouse receiving staff

C. PROCESSING CYCLE

Daily or upon receipt of goods, supplies, equipment or services.

D. REQUIRED RESOURCE MATERIALS

Receiving Document

- i. **Completed** E-Receiver in Banner for those items subject to e-receiving
- ii. Paper receiving report (Exhibit 1) - use when an eVA PO has been liquidated at year-end and payment is needed when an e-

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REVISED DATE: June 2015 (C. Duck)

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I. WHAT IS A RECEIVING REPORT?

A receiving report provides an auditable source of verification that goods or services are received in good condition and serves as departmental authorization to pay for the goods/services received.

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Dates to Document – Capital Outlays - Please remember that you must document two dates on each hard copy receiving report (Exhibit 2): the actual date the goods and/or services were received AND the date that you completed the receiving report.

Date Received - E-Receivers

were received. The date completed is the date that you complete the e-receiver.

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