#### 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 yearend and payment is needed when an e-

#### Title: Departmental Receiving Report Procedure

Procedure: 6-085

Page 1

APPROVED BY: William R. Fisher

EFFECTIVE DATE: 11/01/07

REVISED DATE: June 2015 (C. Duck)

## 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.

Title: Departmental Receiving Report Procedure

Procedure: 6-085

#### Title: Departmental Receiving Report Procedure

Procedure: 6-085

<u>Dates to Document – Capital Outlays</u> - 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.

Title: Departmental Receiving Report Procedure

Procedure: 6-085

#### Title: Departmental Receiving Report Procedure

Procedure: 6-085



Exhibit 2 – Paper Receiving Report for Capital Payments

### Title: Departmental Receiving Report Procedure

Procedure: 6-085

OLD DOM NUION UNIVERSITY
Capie <b>De la contra de la contr</b>
RECEIVING CERTIFICATION
DATE:
VENDOR
PURCHARTER
I certify that the goods or services listed on the a solve referenced Purchas, bus, stands have be received as indicated and that the invoice(s) attached should be paid as noted above.
as indicated and that the involce(s) attached sign of the date as noted above.
ENVIRONMENTAL IMPACT REPORT
REQUIREMENTS/COMPLIANCS

### **Records Retention:**

Original receiving report documentation should be maintained in the Office of Finance agency file for three years.

### Contacts: