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-

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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.

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<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.

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Exhibit 2 – Paper Receiving Report for Capital Payments

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OLD DOM NUION UNIVERSITY
Capie De la contra de la contr
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: