

OLD DOMINION UNIVERSITY ACCOUNTS PAYABLE 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** Eyments (Exhibit 2)

E. GOVERNING POLICY AND PROCEDURE

CAPP Topic 20305 – Receiving Reports
CAPP Topic 20310, “Expenditures”
CAPP Topic 20315, “Prompt Payment”
Office of Finance Policies and Procedures
Department of Procurement Services, Electronic Receiving (e-Receiving) Requirements Procedure

F. CROSS REFERENCE TO OTHER PROCEDURES

e-Receiving User Guide
Electronic Receiving (e-Receiving) Requirements Procedure #11-013

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable
Department of Procurement Services
All Departments across campus

H. INVOLVEMENT EXTERNAL TO ODU

Vendors who ship goods, materials, equipment, supplies, or who provide services to the University

I. WHAT IS A RECEIVING REPORT?

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a. Use the actual date that goods/services are received as the "date received."

Be sure to **complete** the e-receiver. **Incomplete e-receivers will not be processed and matched with an invoice for payment.** Complete an e-receiver for partial as well as complete orders.

2. DO NOT wait for Accounts Payable to request the completed e-receiver.

L. IMPORTANT NOTES TO REMEMBER

If your department requires a copy of an invoice prior to approving payment, you must request a **copy** of the invoice in advance from the vendor or you may view the processed invoice using BMDS. Vendors should send all original invoices to Accounts Payable. Invoices not delivered to the Office of Finance/Accounts Payable per instructions on the purchase order are not complying with agency instructions. Invoices that are not submitted in a timely manner may result in payment delays.

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If you knowingly and wittingly use a date other than the ACTUAL date that the goods and/or services were received at ODU, this is considered a falsification of a state document and could result in disciplinary action. Additionally, this inaccuracy has a direct and negative impact on Prompt Pay, which could open the University to sanctions.

University Standards of Conduct/Procurement Ethics indicate that no state employee shall sign for receipt of goods or services not received or completed.

RECEIVING REPORT EXEMPTION INFORMATION

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Exhibit 1 – Paper Receiving Report



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Exhibit 2 – Paper Receiving Report for Capital Payments

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RECEIVING CERTIFICATION

DATE: _____

VENDOR: _____

PURCHASE ORDER #: _____

CAPITAL CONDATE: _____

BANNER CODE: _____

PAY: _____ INVOICE #: _____

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Records Retention:

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

Contacts:

For questions regarding this procedure contact the Accounts Payable Processing Supervisor at 683-4528 or the Accounts Payable Manager at 683-4813.