

**OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL**

Title: Departmental Receiving Report Procedure

Procedure: 6-085

A. PURPOSE

B. DESIGNATED STAFF

C. PROCESSING CYCLE

D. REQUIRED RESOURCE MATERIALS

Completed

E. GOVERNING POLICY AND PROCEDURE

F. CROSS REFERENCE TO OTHER PROCEDURES

G. OTHER ODU OFFICES IMPACTED

H. INVOLVEMENT EXTERNAL TO ODU

I. WHAT IS A RECEIVING REPORT?

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complete Incomplete e-receivers will not be processed
and matched with an invoice for payment

L. IMPORTANT NOTES TO REMEMBER

copy



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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 _____

BANNER CODE: _____

PAY: _____ INVOICE #: _____

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Records Retention:

Contacts: