

**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

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DATE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

PURCHASE ORDER #: \_\_\_\_\_

CAPITAL CONDATE: \_\_\_\_\_

BANNER CODE: \_\_\_\_\_

PAY: \_\_\_\_\_ INVOICE #: \_\_\_\_\_

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**Records Retention:**

**Contacts:**