

**OLD DOMINION UNIVERSITY  
OFFICE OF FINANCE PROCEDURE MANUAL**

**Title: Departmental Receiving Report Procedure**

**Procedure: 6-085**

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**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.

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APPROVED BY: William R. Fisher

EFFECTIVE DATE: 11/01/07

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REVISED DATE: June 2015 (C. Duck)

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**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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**Dates to Document – Capital Outlays** - 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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OLD DOMINION UNIVERSITY  
Capital Project Outlay  
RECEIVING CERTIFICATION

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

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

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

INVOICE: \_\_\_\_\_

I certify that the goods or services listed on the above referenced Purchase Order have been received as indicated and that the invoice(s) attached should be paid as noted above.

DATE RECEIVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**ENVIRONMENTAL IMPACT REPORT  
REQUIREMENTS/COMPLIANCE**

MAY 2019

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**Records Retention:**

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

**Contacts:**



