

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE 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.

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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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