

Non-Tax Levy Receiving Report

A Receiving Report is a supplemental document required to authorize payment for a purchase that requires a Purchase Order or a purchase under \$500.00 (\$250.00 for the College Association) that does not require a Purchase Order. The Receiving Report form can be found on the Accounting Website.

Web Invoicing:

A Receiving Report must be created and scanned in with other required documents (Invoice, packing slips or service letter) and electronically attached to the Request for Payment being processed through Web Invoicing. If not included, Accounting will reject the request as being incomplete.

Receiving Report - Web Purchasing:

A Receiving Report must be created after the goods or services have been received. The detailed procedure will be forthcoming.

NON-TAX LEVY RECEIVING REPORT

The goods or services pertaining to Invoice # _____

have been received in full or performed completely by

_____ on the following date: _____.

Additionally, the goods have been delivered in good and/or working condition, or the services have been performed satisfactorily, and payment can be made to the Vendor.

If the Request for payment is for goods; please include the packing slip or proof of delivery with your submission.

Authorized Signature

Date

Printed Signatory's Name