Purchase Order Receiving Top 5

Receiving provides the necessary "authority to pay"

1. Date Received field is auto filled, remember to change it to the actual date you received the product/services.
    a. To aid in the receiving process, it is best to date stamp each packing slip, or the package itself, on the date it arrives at your site.
2. Please type your invoice number in the Packaging field.
    a. This assists the Accounts Payable Clerks to ensure they are paying invoices that correctly match up to your receiving instructions.
3. Receive in the manner the PO was entered.
    a. For Manual entries:
        i. If Item Quantity is 1,2,3 etc. @ $xxx.xx, then receive 1,2,3 etc.
        ii. If Item Quantity is 500 @ $1.00, then receive in increments up to 500 (considered a blanket PO).
        iii. ONLY input in the QTY ACCEPTED field.
4. DO NOT click the Complete check box when using the Manual option in the line items.
5. If your PO is for computers, the Information Technology (IT) Department will receive on the PO. You do not need to receive on any computer PO's.

SAVE! Be sure to push the SAVE CHANGES button when done.

Call if you have need help:

    a. Kelly Case, Business Process Trainer, 775-789-3438, klcase@washoeschools.net
    b. Accounts Payable Supervisor, 775-348-0274