



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.
2. Receive in the manner the PO was entered.
 - a. If Item Quantity is 1,2,3 etc. @ \$xxx.xx, then receive 1,2,3 etc.
 - b. If Item Quantity is 500 @ \$1.00, then receive in increments up to 500 (considered a blanket PO).
 - c. ONLY input in the QTY ACCEPTED field.
3. DO NOT touch the boxes labeled "Fully Receive", "Fully Receive Product" or "Complete".
4. Please type your invoice number in the Packing field.
 - a. This assists the Accounts Payable Clerks to ensure they are paying invoices that correctly match up to your receiving instructions.
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 button when done.

Call if you have need help:

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