

GONZAGA UNIVERSITY

UNIVERSITY PURCHASING

TO: ALL BUDGET OFFICERS

FROM: STEVE LUNDEN, DIRECTOR OF UNIVERSITY PURCHASING

DATE: JUNE 1, 2014

RE: FY 15 Receiving Procedures

As we move into the new fiscal year, we are changing the receiving procedures. Please follow the following receiving procedures during FY 15.

All goods/services received

When your purchase order is received in total, sign and date the receiving (green) copy of the purchase order and return it to Purchasing at Ad Box 81. This is your approval to pay the vendor.

Partial goods/services received

When only a portion of the goods/services are received, make a copy of the receiving (green) copy, and note on that copy the specific items received by circling those items. Sign and date the copy and send it to Purchasing at Ad Box 81. This will allow for partial payments on the purchase order. When the balance of the order is received, sign and date the receiving (green) copy of the purchase order and return it to Purchasing at Ad Box 81.

Your timely submission of these receiving copies is appreciated.