

Instructions for Preparation of University of Hawaii  
Receiving Report

a. General Guidelines

The Receiving Report copy of the purchase order is used to indicate satisfactory acceptance of the goods, services or construction purchased. The completion of this document is required for subsequent payment of the order. The following guidelines are herewith provided to assist departmental personnel in the completion of the form. Requisitioner and fiscal officer instructions are indicated in sections b. and c., respectively.

b. Completion Instructions

All fields must be completed unless noted as optional.

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| 1) Date Received                               | Date goods, services, or construction are accepted.  |
| 2) Item No.                                    | Enter "All" if entire order has been received. Use a photocopied version of the Receiving Report if only partial order has been received, circle items for which payment is to be made and enter item nos. in this field. Use original Receiving Report upon final receipt of order. |
| 3) Received By                                 | Signature of individual who inspected and accepted the goods, services or construction.  |
| 4) Invoice and Delivery Receipt Nos./ Comments | Enter delivery receipt number, invoice number (if known) and comments (if desired).  |

Forward Receiving Report, delivery receipt, and invoice (if applicable) to fiscal officer.

c. Fiscal Officers shall:

- 1) Verify information provided by requisitioner.

- 2) Match Receiving Report with invoice(s) and/or delivery slip if not accomplished by requisitioner.
- 3) Indicate amount to be paid if not accomplished by requisitioner. If the invoice price is incorrect, check with vendor.
- 4) If there is a significant change in quantity, amount, or specifications, a Purchase Order Change form should be issued. For changes considered insignificant, the fiscal officer should cross out the original provision on the receiving report and fiscal officer copies and replace with the modified language or amount. See Section A8.250, Purchase Order Changes, for conditions for use.
- 5) Forward matched and reconciled invoice and receiving report to Disbursing Office, Accounts Payable Section, for payment.
- 6) When in possession of either a completed Receiving Report or an invoice, but not both, obtain the missing document from the vendor or requisitioner as appropriate.