

LAKE-SUMTER STATE COLLEGE
BUSINESS SERVICES
RECEIVING REPORT INSTRUCTIONS

Below are instructions for completing the updated Receiving Report for products received by LSSC departments. A SAMPLE packet of a complete Purchase Order is included for reference.

- ❖ Accounts Payable (A/P) will receive an invoice from a vendor for products shipped to an LSSC department. Upon receipt, A/P will email the following three documents to the department Budget Manager:
 - A Receiving Report with the Purchase Order (PO) number entered (fillable form).
 - A copy of the actual invoice received from the vendor.
 - A copy of the Purchase Order associated with the invoice.
- ❖ Upon receipt of the packet, the department will complete the Receiving Report and return the packet to Accounts Payable within 5 business days so that payment can be released in a timely manner.

COMPLETING THE RECEIVING REPORT:

- ❖ The department will compare the PO and Invoice against the product(s) actually received to verify receipt of the goods.
 - If all products are received, simply check "***Approve Invoice for Payment in Full***", print, sign, staple and return the entire packet to Accounts Payable through Interdepartmental mail.
 - If a portion of the goods is received, cross through the items **not** received on the invoice so that Accounts Payable will not release payment for those items. Check "***Approve Invoice for Partial Payment***", print, sign, staple and return the entire packet to Accounts Payable through Interdepartmental mail.
 - If no goods have been received or if there are other reasons that A/P does not need to release payment, department will check "***No Payment Approved for this Invoice***", print, sign, staple and return the entire packet to Accounts Payable through Interdepartmental mail. *Please include a description if department checks "Other"* so that A/P can follow up with the vendor.
- ❖ Upon receipt of the Receiving Report from the department, Accounts Payable will release payment. If a *Partial* Receiving Report was completed, A/P will email an updated packet to the department as additional invoices are received.



Lake Sumter
State College

RECEIVING REPORT

Sample

P001191X

PO Number

Please provide PO Number in box above.

Please check one of the three boxes below and provide the information requested with box chosen.

Approve Invoice for **Payment in Full**

Date Product or Service Received _____

Order complete. Close PO

Yes

YES or NO

Approve Invoice for **Partial Payment**

(on attached invoice, cross through items not received and amounts not to pay)

No Payment approved for this Invoice

____ Product or Service Not Received

____ Other Reason for non-payment (explain below)

XX

Signature

XX

Printed Name

Please return to:

Business Services, ACCOUNTS PAYABLE
Leesburg Campus, Williams-Johnson Building

XX/XX/XX

Date

FLINN SCIENTIFIC INC.

"Your Safer Source for Science Supplies"

P.O. Box 219 Batavia, Illinois 60510
800/841-3164 FEIN No. 36-2926914
E-mail: flinn@flinnsci.com www.flinnsci.com

REPRINTED FROM

Original Invoice

Flinn Invoice No.:

Flinn Order No.: 14-26891

Sample

Sold To:

LAKE-SUMTER STATE CLG-LEESBURG - 34788
ACCOUNTS PAYABLE
9501 US HWY 441
LEESBURG, FL 34788

Ship To: Page No.: 1

LAKE-SUMTER STATE CLG-LEESBURG
9501 US HIGHWAY 441
ERIN NORTH/SCIENCE
LEESBURG, FL 34788

Customer Order No. P001191X	Date Shipped 03/11/2014	Shipped Via FED EX GROUND	Invoice Date 03/11/2014
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Quantity Shipped	Catalog Number	Description	Unit Price	Extended Price
5	AP9095	THIN LAYER CHROMATOGRAPHY SHEET, 20X20 CM	\$17.19	\$85.95
2	A0010	ACETONE, REAGENT, 4 LITER	\$27.91	\$55.82
1	AP7298	OTTER GOGGLE SAFETY POSTER FOLDED IN 4	FREE	FREE
1	AP7713	SDS CD-ROM, W/SLEEVE	FREE	FREE
1	AP6872	THE OFFICIAL FLINN GOODY BAG	FREE	FREE

*** COMMENTS ***

THANK YOU FOR YOUR ORDER! TERMS OF YOUR QUOTE HAVE BEEN APPLIED. ANY TRANS APPEARING IS DUE TO THE CURRENT FEDEX GROUND HAZARD SURCHARGE.

Thank You for Your Valued Order! Our terms are Net 30 Days. If you are required to pay tax on your purchase and it is not included on this invoice, please pay it directly. If you have a problem of any kind with this invoice, please call our customer service department at 1-800-841-3164. Do not return any material without prior authorization. Please Include Invoice Number with Payment.	Transportation and Insurance	\$19.75
	Total	\$161.52

Please Pay This Amount

Sample

LAKE-SUMTER STATE COLLEGE
9501 U.S. Hwy. 441
Leesburg, Florida 34788-8798
Telephone: (352) 787-3747
Fax: (352) 365-3598

PURCHASE ORDER NO. P001191X

*This number must appear on all invoices,
packages and correspondances.*

REQUIREMENTS:
- See attached Terms and Conditions

Vendor Number: FLISCI

Vendor
Flinn Scientific Inc
PO Box 219
Batavia IL 60510

Ship To:
Lake Sumter Community College
1250 N. Hancock Rd (South Lake Campus)
Clermont, FL 34711

ORDER DATE: 03/10/14

DELIVER BY: 04/10/14

Item	Description	Quantity	Unit Price	Ext. Price
1	Thin layer Chromatography Sheet 20x20cm Catalog #AP9095	5.00 EA	17.1900	85.95
2	Acetone, Reagent, 4 liter Catalog #A0010	2.00 EA	27.9090	55.82
3	Hazardous shipping fee	1.00 EA	19.7500	19.75
			SCOUNT:	.00
			DL CHARGES:	.00
			TAL TAXES:	.00

PO Total 161.52

INSTRUCTIONS

- This PO number must be on all related invoices, packages, shipping documents, and correspondence.
- Email each invoice including PO to:
Lake Sumter State College
Accountspayable@lssc.edu
9501 US Hwy 441
Leesburg, FL 34788
- F.O.B. Destination

**FLORIDA SALES TAX EXEMPT NO.
85-80131976360-5**

**FUNDS TO PAY THIS PURCHASE ARE
AUTHORIZED AND ARE ENCUMBERED**

Purchasing Officer

BUYER: Bill Ponko