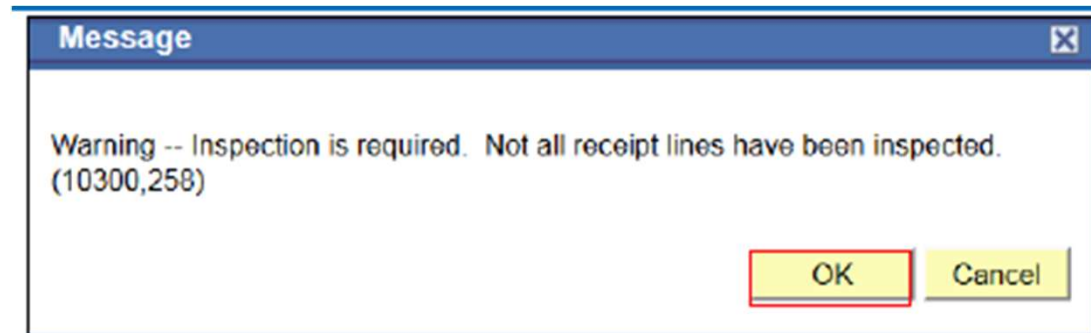# Inspections

# Inspections

➤ Inspection is required for <mark>Information Technology, Furtniture, and Hazardous</mark> Materials. This must be done prior to Accounts Payable processing a voucher. Delays in the inspections process can cause a delay in payment to the vendor.

➤ You will continue to receive notifications that a receipt is needed until an inspection receipt is applied.

# Receive Items (Needs Inspection?)

➢ Inspect: Once you enter the quantity and select the save button, this message will appear if an item needs inspection.

**Message**

Warning -- Inspection is required. Not all receipt lines have been inspected. (10300,258)

OK    Cancel

# Needs Inspection?

**IT – (i.e., computers, computer supplies)** (A ticket is required contact parties in this department for instructions)

      **Jason Bryan – Ext. 6129**

      **Joseph Taveras – Ext 6156**

      **Maritza Acero – Ext. 6160**

      **Pan-wai Wong – Ext. 6116**

**Hazmat – (i.e., chemicals, lab supplies)**

      **Peter Jayasekara – Ext. 5507**

      **Denise Gomez – Ext. 5507**

      **Lhamo Tsering – Ext. 5507**

      **Zakaria Ahmed – Ext. 5507**

**Facilities – (i.e., furniture, fixtures, doors)**

**Jin Hyon Lee – Ext. 5591**

**Salim Djari – Ext. 5574**

**Kenneth Campanelli – Ext. 5502**

# Comments / Suggestions

If there is materials on this training guide that seems to be confusing or if you have a suggestion as to how to improve it

**Please Contact:**

**Accounts Payable at**

**ap@lagcc.cuny.edu or at ext. 5723**

Please visit our website: https://www.laguardia.edu/business-office/accounts-payable/ for additional information