



Community College

**DARE TO DO MORE**

**Office of Finance and Business  
Policies and Procedures Compendium**

# RECEIVING POLICIES

**Related Department(s):**

Accounts Payable

**Contact:**

Business Office / Accounts Payable  
718-482-5723

**Last Modified:**

11/10/2016



# Receiving Policy

# Receiving Policies

- Immediately** receipt your purchase order once items or services are received.
- Do not enter a receipt for more than what you receive.  
**\*\*Only receipt items or services you actually received\*\***
- Do not fully receipt an amount only purchase order (i.e. Proftech) all at one time.

# Receiving Policies

- Incorrect items received**
  - Contact the Purchasing Department **Ext. 5525** immediately.
  
- Goods are damaged or broken**
  - If goods are damaged/broken – Notify Purchasing immediately so they can help further assist with the return process.

# Comments / Suggestions

If there is material on this training guide that is 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**