



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**