Receiving Report Instructions and Account Code List

Purchasing Card Route

You do not have to complete a Receiving Report if you indicate the goods received date on the log sheet unless you are
the person who paid for the goods but you are not the person who received the goods.

If you paid for the goods but did not receive the goods, the person who received the goods must complete a Receiving
Report for goods that are charged to the Account Codes listed below and you (the cardholder) must include it with your
Purchasing Card Reconciliation.

Requisition/Purchase Order Route

You must complete and sign a Receiving Report for goods that you receive that are charged to the Account Codes
listed below.

The Quantity, Description, and Date for each item must be listed separately.

You can draw a diagonal line through the Printed Name, Authorized Signature, and User Id columns and complete
and/or sign one time.

Please contact the Accounts Payable Department at extension 7505 if you do not know your User Id.

020 Office Expense
021 Printing and Binding
033 Food Products
034 Clothing, Household and Recreational Supplies
037 Research, Educational and Medical Supplies
039 Manufacturing Supplies
040 Merchandise for Resale
045 Farm Expenses
051 Miscellaneous
054 Computer Supplies and Equipment Purchases
058 Miscellaneous Equipment Purchases
061 Office and Communication Equipment Repairs
062 Research, Educational and Medical Equipment Repairs
063 Building and Household Equipment Repairs
064 Routine Maintenance of Buildings
066 Routine Maintenance of Grounds
067 Farm and Construction Equipment Repairs
068 Other Repairs and Alterations
070 Office and Communication Equipment
071 Medical Equipment
072 Research and Education Equipment
073 Household Equipment and Furnishings
074 Building Equipment
075 Vehicles
076 Livestock, Farm, and Construction Equipment
077 Books and Periodicals
078 Other Capital Equipment
121 Purchase of Materials and Supplies
143 Building Improvements
144 Reclamation of State Owned Property
148 Land Improvement
170 Computer Equipment
171 Computer Software
086 Tax Mapping