

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