

## RECEIVING INFORMATION REQUIRED:

### Procedure 235.050

#### ⇒ **Actual Supporting Documentation Must Be Attached To These Claims, Not a Notation by the Department**

- All claims with an invoice dated in one budget fiscal year and charged to the other budget fiscal year.
- All claims with an invoice indicating a shipment date of June 25 through June 30.
- All claims with the invoice date of June 25 through July 5 with no shipment date.
- Books and/or publications shipped 3<sup>rd</sup> or 4<sup>th</sup> class are considered received in the budget fiscal year in which the 5<sup>th</sup> working day from the date the invoice falls. If a department is charging these items to a different budget fiscal year, supporting documentation must be attached.

*Departments are cautioned to retain receiving/delivery information for other invoices dated June 15 - July 31 for possible audits.*

*Scan with the supporting documentation in the I/3 document.*