

RECEIVING INFORMATION REQUIRED:

Procedure 235.050

Actual Supporting Documentation Must Be Attached To These Claims, Not a Notation From the Department

- All claims with an invoice dated in one fiscal year and chargeable to the other 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 3rd or 4th class are considered received in the fiscal year in which the 5th working day from the date the invoice falls. If a department is charging these items to a different 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 audit.