



Responsible Unit	Financial Services / Procurement Services
Last Reviewed/Updated	November 2022
Approving Sector Head	Associate Vice-President Finance and Treasurer
Title:	Receipt of Goods and Services Purchased with a Colleague Purchase Order

When a purchase order is issued by Procurement Services, a copy is emailed to both the supplier and the initiator. The initiator should save a copy of the purchase order in a suitable file until the good or service has been received and the order is ready to be approved for payment.

Receipt of Goods: When the goods are received, the initiator is responsible to:

1. Remove any paperwork from the shipping package and attach it to the packing slip.
2. Verify the content of the packages to the packing slip and the purchase order and record any discrepancies or damage.
3. Confirm that the Purchase Order number is printed on the packing slip. If it is not included, the initiator must add the Purchase Order number. This will allow Accounts Payable to cross-reference it with the invoice.
4. **Date and sign** for receipt of goods.
5. Send all documentation to Accounts Payable for further processing.

The initiator is required to keep all paperwork related to their shipment and send it to Accounts Payable. Electronic mail to accountspayable@acadiau.ca or internal mail is acceptable. Do not discard any receiving paperwork and do not wait for an invoice.

Receipt of Services: When the services are received, the initiator is responsible to notify Accounts Payable. Paperwork received for services may vary:

1. If proof of services rendered is received, follow the above process for Receipt of Goods to verify the receipt.
2. If no documentation is received due to the nature of the service, the initiator may sign off on the invoice once it has been received by Accounts Payable. In this situation, Accounts Payable will forward the invoice to the initiator and request confirmation of services received.