



Receipt of Goods and Services Purchased with a Colleague Purchase Order



Upon receipt of the goods or services ordered, email accountspayable@acadiu.ca indicating the date the order was actually received/completed (not the date you are emailing accounts payable), and if it was received in good order. As well, include the PDF copy of the purchase order. In the subject line of the email, enter the purchase order number and "received". See below for an example:

	To	<input type="text" value="accountspayable@acadiu.ca"/>
	Cc	<input type="text"/>
Subject		PO 68942 received
 PO 68942.pdf 32 KB <input type="button" value="v"/>		
Purchase order 68942 received on March 8, in good order. Copy of PO attached.		
Regards, John Smith		

The original packing slip / bill of lading should be kept on file with the ordering department.