

Service Bureau: Goods Receipt Procedure

Effective 9-1-2012

Blanket Purchase Order - (mainly services & rent)

- When invoice is received, have the Purchase Order (PO) on-hand to compare for accuracy
- Make a copy of the PO
- On the copy, strike a line through the quantity ONLY and adjust accordingly (see examples below)
- On the copy, Initial/Sign and date at the bottom of the PO
- Scan to the SB-OSP@dfa.arkansas.gov, with *Goods Receipt PO XXXXXX* in the subject line or fax to 501-324-9311

Example 1: Quantity/UM Field - strike through 12 months, and change to 1 month

Example 2: Quantity/UM Field - strike through \$23,000.00 (zls) year, and change to \$1,916.67 (zls) month

Regular Purchase Order

- When packing slip is received, have the PO on-hand to compare for accuracy
- Make a copy of the PO
- On the copy, strike a line through the quantity ONLY and adjust accordingly (see examples below)
- Account for every line item on the PO
- On the copy, Initial/Sign and date at the bottom of the PO
- Scan to the SB-OSP@dfa.arkansas.gov e-mail address (put or fax to 501-324-9311)

Example 1: Quantity/UM Field - Place a check-mark next to all items received in full

Example 2: Quantity/UM Field - for items not received in full, strike through the quantity ordered, write the quantity received

Updated 9/18/12

- The PO (Goods Receipt) will be sent back to the Service Bureau via fax or e-mail with the word "Processed" notated on the PO, or in the body of the e-mail. The SAP document number will no longer be noted on the form or e-mail.