

CUNYfirst Business Procedure – Required Documentation for Receiving

To ensure that the NYS audit requirements certifying receipt of goods and services are met, the CUNYfirst receiving process will include two key elements:

- Entry of a system receipt in CUNYfirst.
 - This document will be created either by the requestor or by the receiving department and is associated with the Purchase Order sent to the vendor authorizing the order. Vendor payments cannot be made without a system receipt in CUNYfirst.
 - Receivers will enter either the quantity received, or in the event of a blanket (amount only) PO, the dollar amount received.
- A physical signature on a receipt document that is associated with the CUNYfirst system receipt.
 - If there is a packing slip associated with goods received, a signed and dated packing slip can be scanned and attached to the system receipt.
 - If there is a work order for services performed, a signed work order can be scanned and attached to the system receipt.
 - If goods/services are procured via a blanket Purchase Order, a signed copy of the invoice can be scanned and attached to the system receipt.

The original, signed receipt document (packing slip, work order, invoice) must be received by Accounts Payable prior to processing the voucher to pay the vendor.