



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Accounts Payable
Issue/Revision Date: 12/01/2017

Verification of Goods Received or Services Rendered

Policy:

The department must verify receipt of items purchased on a Purchase Order (PO). Accounts Payable will not process payments until verification of goods received have been reflected by the Receiving Department. Any items received directly by the department must be verified by the Receiving Department.

The Receiving Department, Infirmary, Natchez Campus and Library have the ability to receive items and input them into Banner. (See Receiving Department document for instructions on marking items as received).