

RECEIVING OF GOODS AND SERVICES

An electronic “receipt” *must* be created in PeopleSoft to enable Accounts Payable to pay for all goods and services. For schools and sites *without a designated person on site to process sales receipts, packing slips, or invoices into an electronic “receipt”*, the following process will be followed.

GOODS

For goods that are *delivered directly from a vendor to your site* (not from the district warehouse) or *purchased and picked up from a vendor location by a district employee*, the district’s Receiving Department will key in the dollar amount and/or quantity to create a “receipt number” that will facilitate payment by Accounts Payable. An email must be sent to the Receiving Department (supctrec@sandi.net) containing the following information:

- Sales receipt (for items purchased and picked up from a vendor location) and packing slip (not invoice)
- Transaction number (where applicable)
- Total dollar value (including sales tax)
- PO number

For auditing purposes, a scanned or faxed copy of the receipt or packing slip must also be attached to the email, scanned or faxed (858.496-8052) to: **Supply Center Warehouse Receiving.**

SERVICES

Upon receipt of an invoice (not a work order) from the service provider, the school/site receiving the service shall:

- Ensure the Principal/Site Manager (or his/her designee) review the invoice for accuracy,
- Obtain a signature--printed and signed—on the invoice which includes a full name, title, and the date signed. This signature is verification that the services have been performed, that the billed amount is correct, and authorizes the Receiving Department to electronically process the invoice

(create a "receipt number") for Accounts Payable to remit payment to the provider.

- To expedite payment, *and* for auditing purposes, a copy of the signed invoice, with the PO number affixed, is then sent to the Receiving Department via email (supctrec@sandi.net) or fax (858.496-8052) for electronic processing.
- Original invoices are forwarded to Accounts Payable.

****PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTS TO THE RECEIVING DEPARTMENT****